



**Los Angeles County
Board of Supervisors**

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May 17, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

Mitchell H. Katz, M.D.
Director

Hal F. Yee, Jr., M.D., Ph.D.
Chief Medical Officer

Christina R. Ghaly, M.D.
Chief Operations Officer

**APPROVAL OF AMENDMENTS TO TUTORING AND MENTORING
PROGRAM AGREEMENTS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Approval of amendments to five Tutoring and Mentoring Program Agreements to extend the term of each for two years with a maximum cost of \$872,000 for all five Agreements, and delegate authority to further extend the term of each Agreement for up to two additional years and increase the maximum obligation of each Agreement accordingly.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Director of Health Services (Director), or his designee, to execute amendments to extend the term of the Department of Health Services (DHS) Tutoring and Mentoring Program (Program) Agreements with the five community colleges identified on Attachment A, effective upon Board approval, for a period of two years with a maximum cost of \$872,000 for all five Agreements, with an option to further extend the term of each for up to two additional years, for the continued provision of tutoring and mentoring services for nursing students enrolled in a qualified Registered Nursing (RN) program at these colleges.

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

21 May 24, 2016

LORI GLASGOW
EXECUTIVE OFFICER

313 N. Figueroa Street, Suite 912
Los Angeles, CA 90012

Tel: (213) 240-8101
Fax: (213) 481-0503

www.dhs.lacounty.gov

*To ensure access to high-quality,
patient-centered, cost-effective
health care to Los Angeles County
residents through direct services at
DHS facilities and through
collaboration with community and
university partners.*



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2. Delegate authority to the Director, or his designee, to amend each Program Agreement to extend the term for two additional years and increase the maximum obligation by an amount not to exceed the amounts on Attachment A subject to review and approval by County Counsel, and with notification to the Board and Chief Executive Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the first recommendation will allow the Director to execute amendments substantially similar to Exhibit I, II, III, IV, and V for the continuance of the Program for nursing students. The current Agreements with four of the colleges: El Camino-Compton Education Center, Glendale Community, Los Angeles Harbor, and Los Angeles Valley expire on June 30, 2016 and East Los Angeles expires on July 31, 2016.

Approval of the second recommendation will allow the Director to execute amendments with the colleges to extend the term of their Agreements for up to two additional years.

DHS continues to collaborate with five local community colleges that provide program assistance to students who are enrolled in an accredited community RN program. The goal of the Program is to increase DHS employment opportunities to community college RN graduates who qualify under the DHS-HR recruitment requirements. The department's Office of Nursing Affairs (ONA) provides ongoing nurse recruitment fairs throughout Los Angeles County, and specifically partners with these five local community based nursing schools to ensure a broad reach and scope of entry level nursing graduates to assist in providing career opportunities throughout DHS in Los Angeles County.

The County continues to provide financial assistance to these colleges to assist nursing students with improving their study skills and enhancing their academic performance. The Program at each of the community colleges is designed to provide additional evening academic workshops and counseling support for students. It includes the provision of nursing advisors, RN tutors, study workshops, skill labs, and individual/group teaching sessions to strengthen clinical skills, and prepares the nursing students to pass the National Counsel Licensing Exam (NCLEX) for RNs.

The colleges continue to evaluate and modify the curriculum design and provide additional classes to adapt to the students' academic and cultural needs to ensure a high NCLEX pass rate, which increases the possible pool of qualified candidates for entry-level RN positions for the County. The success rate of the Program is demonstrated by an increase in hiring of RNs for the DHS facilities, and other County Departments. A total of 147 undergraduate nursing students have been hired by DHS for the period of July 1, 2014 through February 2016.

Implementation of Strategic Plan Goals

The recommended actions support Goal 2, Community Support and Responsiveness, and Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The County's two year maximum cost is \$872,000 for all five Agreements; Attachment A provides additional information.

Funding is included in the DHS FY 2016-17 Recommended Budget and will be requested in future fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In an effort to address the overall nursing shortages in the County system, the Board initially instructed DHS to establish a Program in 1999 with East Los Angeles College, and in 2003 with Glendale Community College and Los Angeles Valley College. The Board also approved Agreements in 2008 with El Camino-Compton Education Center and in 2011 with Los Angeles Harbor College. Subsequently, amendments have been approved to extend these Agreements.

The Program includes clinical support services, lectures in medicine, surgery, and mental health, as outlined in the College of Nursing curriculum. Additional training in an academic and clinical setting for nursing students is also provided and the Program prepares students for the NCLEX, which is needed for licensure as RN, and pre-requisite to qualify for entry level RN positions at County facilities.

County Counsel has reviewed and approved Exhibits I, II, III, IV, and V as to form.

CONTRACTING PROCESS

The Agreements were established specifically with local community colleges with RN programs for the need to increase the number of RN candidates for possible County employment. It is not appropriate to solicit for these Agreements as they are tailored for these unique academic and training purposes.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the recommended actions will ensure continuance of the Program for nurse students, which will generate additional qualified nurses for consideration of employment at DHS facilities and other County departments.

The Honorable Board of Supervisors

5/17/2016

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mitchell Katz". The signature is written in a cursive, flowing style.

Mitchell H. Katz, M.D.

Director

MHK:ev

Enclosures

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors

**TUTORING AND MENTORING PROGRAM
EXTENSION AMENDMENTS**

ATTACHMENT A

COLLEGE NAME		AGREEMENT NO.	EXTENSION PERIOD	EXTENSION PERIOD COST
1	EAST LOS ANGELES COLLEGE	H-210896	8/1/2016-7/31/18	180,000.00
2	EL CAMINO COLLEGE-COMPTON EDUCATION CENTER	H-703497	7/1/2016-6/30/18	180,000.00
3	GLENDALE COMMUNITY COLLEGE	H-300470	7/1/2016-6/30/18	180,000.00
4	*LOS ANGELES HARBOR COLLEGE	H-704548	7/1/2016-6/30/18	152,000.00
5	LOS ANGELES VALLEY COLLEGE	H-300469	7/1/2016-6/30/18	180,000.00
MAXIMUM COST				\$872,000

*Note: Effective this term period LA Harbor funding was increased by \$7,000.00 per year.

EXHIBIT I

Agreement No. H-210896

**DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM
EAST LOS ANGELES COLLEGE SCHOOL OF NURSING AGREEMENT**

Amendment No. 10

THIS AMENDMENT is made and entered into this _____ day of

_____, 20____,

By and between

COUNTY OF LOS ANGELES
(hereafter "County"),

And

CONTRACTOR
EAST LOS ANGELES
COLLEGE
(hereafter "Contractor")

Business Address:
1301 Avenida Cesar Chavez
Monterey Park, CA 91754

WHEREAS, reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM EAST LOS ANGELES COLLEGE SCHOOL OF NURSING AGREEMENT", dated October 19, 1999 and further identified as Agreement No. H-210896, and any Amendments thereto (all hereafter referred to as "Agreement") and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend its term, to increase the Agreement amount by \$180,000, and to provide for the other changes set forth herein; and

WHEREAS, Agreement provides that changes in accordance with Agreement Paragraph 11, ALTERATION OF TERMS, may be made in the form of a written amendment which is formally approved and executed by the parties; and

WHEREAS, Contractor warrants that it possesses the competence, expertise and personnel necessary to provide services consistent with the requirements.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. This Amendment shall become effective upon execution upon execution.

2. Agreement, Paragraph 1, Term and Termination, Sub-paragraph A. is deleted in its entirety and replaced as follows:

“1. TERM AND TERMINATION: A. The term of this Agreement shall commence effective October 19, 1999 through July 31, 2018, unless sooner terminated or extended, in whole or in part, as provided in this Agreement. The County shall have the sole option to extend this Agreement term for two additional years at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors subject to review and approval by County Counsel, and with notification to the Board and Chief Executive Office.”

3. Agreement, Paragraph 4, DESCRIPTION OF SERVICES, is deleted in its entirety and replaced as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring, mentoring, and recruitment services as described in Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-8 A-9, and A-10 attached hereto and incorporated herein by reference.”

4. Agreement, Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, is deleted in its entirety and replaced as follows:

“5. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed Two Million Twenty Seven Thousand One Hundred and Fifty-Nine Dollars (\$2,027,159), as described below:

A. During the period October 19, 1999 through July 31, 2001, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Thirty-Seven Thousand One Hundred Fifty-Nine Dollars (\$237,159) in accordance with Exhibits B-1, B-2 and B-3 attached hereto incorporated herein by reference.

B. During the period August 1, 2001 through July 31, 2003, the maximum obligation of County for all services provided hereunder shall not exceed Two

Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibit B-3, B-4, and B-5 attached hereto and incorporated by reference.

- C. During the period August 1, 2003 through July 31, 2005, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibits B-5, B-6, and B-7 attached hereto and incorporated herein by reference.
- D. During the period August 1, 2005 through July 31, 2007 the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibit B-7, B-8, and B-9 attached hereto and incorporated herein by reference.
- E. During the period August 1, 2007 through July 31, 2009, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibit B-9, B-10, and B-11 attached hereto and incorporated herein by reference.
- F. During the period August 1, 2009 through July 31, 2011 the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-11, B-12, and B-13 attached hereto and herein incorporated by reference.
- G. During the period August 1, 2011 through July 31, 2013 maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-13, B-14, and B-15 attached hereto and incorporated by reference.
- H. During the period August 1, 2013 through July 31, 2014 the maximum obligation of County for all Services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-15, and B-16 attached hereto and incorporated herein by reference.

- I. During the period August 1, 2014 through July 31, 2015 the maximum obligation of County for all services provided hereunder not exceed Ninety Thousand Dollars (\$90,000) in accordance Exhibit B-16, and B-17 attached hereto and incorporated herein by reference.
- J. During the period August 1, 2015 through July 31, 2016 the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-17, and B-18 attached hereto and incorporated by reference.
- K. During the period August 1, 2016 through July 31, 2018 the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-18 and B-19 attached hereto and incorporated by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-8, A-9, and A-10 for the program costs described in Exhibits B, B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15, B-16, B-17, B-18, and B-19, attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibit B-18, and B-19, only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit his request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

5. Agreement, Paragraph 6, COMPENSATION, shall be deleted in its entirety and replaced as follows:

"6. COMPENSATION:

- A. During the period October 19, 1999 through July 31, 2001 County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of One Hundred Seven Thousand One Hundred Fifty-Nine Dollars (\$107,159) will be made on or about October 22, 1999. The second payment of One

Hundred Thirty Thousand Dollars (\$130,000) will be made on or about August 21, 2000.

- B. During the period August 1, 2001 through July 31, 2003, County agrees to compensate Contractor for performing services described in this agreement in two payment. The first payment of One Hundred Twenty-Two Thousand Dollars (\$122,000) will be made on or about September 1, 2001. The second payment of One Hundred Twenty-Three Thousand Dollars (\$123,000) will be made on or about September 1, 2002.
- C. During the period August 1, 2003 through July 31, 2005, County agrees to compensate Contractor performing services described in this Agreement in two payments. The first payment of One Hundred Twenty -Two Thousand Five Hundred Dollars (\$122,500) will be made on or about September 1, 2003. The second payment of One Hundred Twenty-Two Thousand Five Hundred Dollars (\$122,500) will be made on or about September 1, 2004.
- D. During the period August 1, 2005 through July 31, 2007, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of One Hundred Seventeen Thousand Dollars (\$117,000) will be made on or about September 1, 2005. The second payment of One Hundred Twenty-Eight Thousand Dollars (\$128,000) will be made on or about September 2, 2006.
- E. During the period August 1, 2007 through July 31, 2009, County agrees to compensate Contractor for performing services described in this Agreement in two payment. The first payment of One Hundred Seventeen Thousand Dollars (\$117,000) will be made on or about September 1, 2007. The second payment of One Hundred Twenty-Eight Thousand Dollars (\$128,000) will be made on or about September 2, 2008.
- F. During the period August 1, 2009 through July 31, 2011, the County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2009. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2010.

- G. During the period August 1, 2011 through July 31, 2013, the County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2011. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2012.
- H. During the period August 1, 2013 through July 31, 2014, the County agrees to compensate Contractor for performing Services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2013.
- I. During the period August 1, 2014 through July 31, 2015 the County agrees to compensate Contractor for performing Services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2014.
- J. During the period August 1, 2015 through July 31, 2016, the County agrees to compensate Contractor for performing Services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2015.
- K. During the period August 1, 2016, through July 31, 2018. The County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2016. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2017."

6. Agreement, Paragraph 10, CONFLICT OF TERMS, is deleted in its entirety and replaced as follows:

- "10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-8, A-9 and A-10.
- B. Exhibits B, B-1, B-2, B-3, B-4 B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15, B-16, B-17, B-18,B-19, C, D, E, F and G.
- C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, XVII, XVIII, XIX, and XX."

7. Agreement is modified to add Exhibits A-10, B-18, and B-19, Attachments XIX and XX attached hereto and incorporated herein by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by the County's Director of Health Services and Contractor has caused this Amendment to be executed on its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Mitchell H. Katz, M.D.
Director of Health Services

CONTRACTOR

By: _____
Signature

Printed Name

Title

APPROVED AS TO FORM
MARY C. WICKHAM
Interim County Counsel

By: _____
James Johnson
Deputy County Counsel

EXHIBIT A-10

EAST LOS ANGELES COMMUNITY COLLEGE

DEPARTMENT OF HEALTH SERVICES TUTORING & MENTORING PROGRAM

STATEMENT OF WORK

FY 2016 – 2018

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services Tutoring/Mentoring Program (hereafter “Program”) is to provide East Los Angeles College’s (hereafter “ELAC”) Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program’s goal is to assist each student from the ELAC’s Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify and track students who fit within the criteria of the Program as described in Agreement, paragraph 3, Program Eligibility Requirements; (2) provide lectures in medical/surgical nursing, mental health, and other courses as described in the ELAC’s School of Nursing Course Modules as well as lectures preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter “NCLEX-RN”); (3) provide weekend and/or extra hospital clinicals where students may participate at County health facilities with ELAC instructors in order to strengthen their clinical skills. The minimum number of students in a weekend clinical group shall be three; (4) provide assistance, including evening and weekend hours, consisting of seminars on topics such as assertiveness, communication skills, advocacy, self-esteem building, cultural diversity, and other subjects. In the medical/surgical areas seminar topics will include pharmacology reviews, critical thinking, and documentation/charting. Contractor shall also conduct computation reviews (such as medication calculations) for various nursing courses with a clinical component and conduct pre-nursing preparatory seminars for entering students; (5) provide clinical rotations at County health

facilities with Contractor's instructors; (6) participate with County in the active recruitment of nursing students for permanent and/or part time employment with County upon students' graduation and licensure as registered nurses, to include the distribution of a DHS Employment Information Flyer substantially similar to Exhibit C, attached hereto and incorporated herein, to all DHS Tutoring/Mentoring Program participants at the end of each 8 week quarter, 4-5 week Winter intersession, and 4-5 week or more Summer sessions of the award year; (7) provide DHS-NRO in writing of special events for possible participation (such as graduation, Pinning Ceremonies, Semester "Kick Offs", etc.) and (8) the Contractor will comply with the implementation, monitoring and evaluation instruments provided in Attachment I-VI.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly Program status reports and quarterly expenditure reports to the DHS Human Resources-Nurse Recruitment Office (hereafter "DHS HR-NRO") according to the following schedule:

<u>REPORTING PERIOD</u>	<u>DUE DATE</u>
Summer 2016 (July 1 2016 - August 31, 2016)	9/25/2016
Fall 2016 (September 1, 2016 - December 31, 2016)	1/25/2017
Winter Intersession 2017 (January 1, 2017 - February 28, 2017)	3/15/2017
Spring 2017 (March 1, 2017 - June 30, 2017)	7/15/2017
Summer 2017 (July 1, 2017 - August 31, 2017)	9/25/2017
Fall 2017 (September 1, 2017 - December 31, 2017)	1/25/2018
Winter Intersession 2018 (January 1, 2018 - February 28, 2018)	3/15/2018
Spring 2018 (March 1, 2018 - June 30, 2018)	7/15/2018

Summer 2018
(July 1, 2018 - August 31, 2018)

9/25/2018

Fall 2018
(September 1, 2018 - December 31, 2018)

1/25/2019

*= Still need to be confirmed with the LACCD Academic calendar.

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program
- The attrition rate for the student population in the nursing program
- The number of tutoring sessions provided to include dates, names of the course, and the instructor's names
- The number/percentage of nursing student graduates who pass the NCLEX RN exam the first time
- The number/percentage of nursing students participating in the Program
- The types of services provided to the nursing students under the Program, which included: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing students graduates hired by DHS and other County Departments
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

Quarterly expenditure status reports shall be based upon monthly financial reports generated internally by County's Financial Division. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibit B-18 and B-19 and is to include the name and position title of personnel. The ONA may request additional reporting information for inclusion in the above reference quarterly report, and will make an effort to notify Contractors in advanced of each report deadline, if additional information is required. The

DHS HR-NRO may request additional reporting during the Agreement term, and will make a reasonable effort to notify Contractor in advanced of each report deadline, if additional information is required.

3. PROGRAM EVALUATION

Contractor shall evaluate its Program a minimum of once per quarter/Summer for campus lectures and for each for extra clinical using written evaluations of students of Program faculty. The goal is to have 90% of the total students evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action.

In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

4. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. The Nurse Advisor : The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the Summer, Winter and off sessions; (4) identify and track students who fit within the criteria of the Program; (5) provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not necessarily limited to, the Program evaluations referenced in Attachment I-VI and the quarterly Program status reports and quarterly expenditure status reports referenced in Agreement Exhibit A-10, Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall ADN Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance and

(10) recruit nursing students for employment upon students' graduation and licensure as Registered Nurses; (11) document the number of nursing students accepting positions within DHS clinics and hospitals.

B. Faculty Tutors: Faculty Tutor (s) shall meet with smaller subgroups of approximately 3 or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructor's name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to DHS HR-NRO upon request.

C. Teaching Assistants: Under the supervision of the Program Coordinator, and Program Staff, the teaching assistant will: 1) assist students with the appropriate use of nursing learning laboratory/learning resources. 2) assist students on computer, 3) supervise students when practicing clinical skills, 4) assist the Program staff when necessary.

D. Student Workers: Under the supervision of the Nurse Advisor and Program staff, the student workers will:

1) assist Program staff as needed, 2) manage the distribution of learning resource materials, 3) provide typing/filing as needed, 4) act as peer counselors.

Exhibit B-18			
East Los Angeles Community College			
Tutoring and Mentoring Program Budget			
FY 2016 - 2017			
Description	Number of Hours	Hourly Rate	Cost with Benefits
Summer 2016			
Program Coordinator 5hrs/week for 4 weeks	20	\$1,420	\$114
Office Assistant 5hrs/weekfor 4 weeks	20	\$660	\$53
Sr. Office Assistant5hrs/week for 4 weeks	20	\$740	\$59
Student Tuor 20hrs/week for 5 weeks	100	\$1,380	\$110
Student Tuor 20hrs/week for 5 weeks	100	\$1,380	\$110
Workshops & Reviews			
Dosage Calculations Review 3hrs/week for 5 weeks	15	\$1,065	\$85
How to survive the RN program	10	\$707	\$57
Extra Clinicals 6hrs/week for 5 weeks at LAC-USC Medical Center	30	\$5,964	\$477
Course reviews/Jump starts	12	\$852	\$69
Total Summer 2016	327	\$14,168	\$1,134
Fall 2016			
Program Coordinator 5 hrs/week for 12 weeks	60	\$4,260	\$341
Office Assistant 5hrs/week for 10 weeks	50	\$1,655	\$132
Sr. Office Assistant 5hrs/week for 10 weeks	50	\$1,850	\$148
Student Tutor 20hrs/week for 16 weeks	320	\$4,416	\$353
Student Tutor 20hrs/week for 16 weeks	320	\$4,416	\$353
Extra Clinicals 6hrs/weekfor 14 weeks at LAC-USC Medical Center	84	\$5,964	\$471
Total Fall 2016	884	\$22,561	\$1,798
Winter Intersession 2017			

Program Coordinator 5hrs/week for 4 weeks	20	\$1,420	\$114
Office Asistant 5hrs/week for 4 weeks	20	\$660	\$53
Sr. Office Assistant 5hrs/week for 4 weeks	20	\$740	\$59
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Course reviews/Jump starts	12	\$852	\$69
Total Winter Intersession 2017	327	\$14,168	\$1,134
Spring 2017			
Program Coordinator 5hrs/week for 12 weeks	60	\$4,260	\$341
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Extra Clinicals 6hrs/week for 14 weeks at LAC-USC Medical Center	84	\$5,964	\$471
Total Spring 2017	884	\$22,561	\$1,798
Summary 2016 - 2017			
Personnel			\$79,322
Non-Personnel			\$1,678
Teaching/Learning Supplies			\$9,000
Grand Total	0	\$0	\$90,000

Exhibit B-19			
East Los Angeles Community College			
Tutoring and Mentoring Program Budget			
FY 2017 - 2018			
Description	Number of Hours	Hourly Rate	Cost with Benefits
Summer 2017			
Program Coordinator 5hrs/week for 4 weeks	20	\$1,420	\$114
Office Assistant 5hrs/week for 4 weeks	20	\$660	\$53
Sr. Office Assistant 5hrs/week for 4 weeks	20	\$740	\$59
Student Tutor 20hrs/week for 5 weeks	100	\$1,380	\$110
Student Tutor 20hrs/week for 5 weeks	100	\$1,380	\$110
Workshops & Reviews			
Dosage Calculations Review 3hrs/week for 5 weeks	15	\$1,065	\$85
How to survive the RN program	10	\$707	\$57
Extra Clinicals 6hrs/week for 5 weeks at LAC-USC Medical Center	30	\$5,964	\$477
Course reviews/Jump starts	12	\$852	\$69
Total Summer 2017	327	\$14,168	\$1,134
FALL 2017			
Program Coordinator 5hrs/week for 12 weeks	60	\$4,260	\$341
Office Assistant 5hrs/week for 4 weeks	50	\$1,655	\$132
Senior Office Assistant 5hrs/week for 4 weeks	50	\$1,850	\$148
Student Tutor 20hrs/week for 16 weeks	320	\$4,416	\$353
Student Tutor 20hrs/week for 16 weeks	320	\$4,416	\$353
Extra Clinicals 6hrs/week for 14 weeks at LAC-USC Medical Center	84	\$5,964	\$471
Total Fall 2017	884	\$22,561	\$1,798
Winter Intersession 2018			

Program Coordinator 5hrs/week for 4 weeks	20	\$1,420	\$114
Office Assistant 5hrs/week for 4 weeks	20	\$660	\$53
Sr. Office Assistant 5hrs/week for 4 weeks	20	\$740	\$59
Student Tutor 20hrs/week for 5 weeks	100	\$1,380	\$110
Student Tutor 20hrs/week for 5 weeks	100	\$1,380	\$110
Dosage Calculations Review 3hrs/week for 5 weeks	15	\$1,065	\$85
How to survive the RN program	10	\$707	\$57
ExtraClinicals 6hrs/week for 5 weeks at LAC-USC Medical Center	30	\$5,964	\$477
Course reviews/Jump starts	12	\$852	\$69
Total Winter Intersession 2018	327	\$14,168	\$1,134
Spring 2018			
Program Coordinator 5hrs/week for 12 weeks	60	\$4,260	\$341
Office Assistant 5hrs/week for 4 weeks	50	\$1,655	\$132
Sr. Office Assistant 5hrs/week for 4 weeks	50	\$1,850	\$148
Student Tutor 20 hrs/week for 14 weeks	320	\$4,416	\$353
Student Tutor 20 hrs/week for 14 weeks	320	\$4,416	\$353
Extra Clinicals 6hrs/week 14 weeks at LAC-USC Medical Center	84	\$5,964	\$471
Total Spring 2018	884	\$22,561	\$1,798
Summary 2017 - 2018			
Peronnel			\$79,322
Non-Personnel			\$1,678
Teaching/Learning Supplies			\$9,000
Grand Total	0	\$0	\$90,000

Attachment XIX
East Los Angeles Community College
Department of Health Services
Tutoring and Mentoring Program
Course Curriculum
FY 2016 – 2018

Course #	Course Name	Course Description
N265	Fundamentals	N265 is designed to prepare the fundamental student to provide quality, safe and competent nursing care in a variety of healthcare settings by utilizing the nursing process and applying various theories regarding growth and development. Theoretical/clinical concepts include health promotion and maintenance; introduction to critical thinking, clinical reasoning and clinical decision making; application of the nursing process; communication techniques used for interacting with patients, families, and other members of the inter-professional team; evidence based nursing practice; nursing informatics; legal and ethical considerations in healthcare; nursing role socialization; and an emphasis on holistic, relationship based approach to patient care.
N266	Nursing process & Practice in the Care of the Adult Client I	N266 is designed to prepare the beginning novice student to provide quality, safe and competent nursing care for diverse adult populations in a variety of acute healthcare settings. Students will utilize the nursing process to apply current, evidence-based nursing practices, while continuing to develop their clinical reasoning and judgment skills. Theoretical/clinical concepts will focus on priorities of nursing care for patients experiencing acute and chronic hematologic, oncologic, immunologic and integumentary conditions, with an emphasis on a holistic, relationship-based approach to providing care; legal and ethical considerations of the professional nurse; the role of the nurse as leader, healthcare team member, and manager of care; and integration of current healthcare technologies that support decision making and provision of comprehensive and safe nursing care.
N267	Nursing Process & Practice in the Care of the Adult Client II	N267 is designed to prepare the novice student to provide quality, safe and competent nursing care for diverse adult populations in a variety of acute medical/surgical healthcare settings. Students will utilize the nursing process to apply current, evidence-based nursing practices, while continuing to develop their clinical reasoning and judgment skills. Theoretical/clinical concepts will focus on priorities of nursing care for patients experiencing acute and chronic cardiovascular, respiratory, and endocrine conditions, with an emphasis on a holistic, relationship-based approach to providing patient care; legal and ethical considerations of the professional nurse; the role of the nurse as leader, healthcare team member, and manager of care; and integration of current healthcare

		technologies that support decision making and provision of comprehensive and safe nursing care.	
N268	Nursing Process & Practice in the Care of Clients with Alterations in Mental Health	N268 is designed to prepare the novice student to provide quality, safe and competent nursing care for diverse adult and adolescent populations in a variety of mental healthcare settings. Students will apply the nursing process to apply current, evidence-based nursing practices, while continuing to develop their clinical reasoning and judgment skills. Theoretical/clinical concepts will focus on priorities of nursing care for patients experiencing various acute and chronic mental health conditions, with an emphasis on a holistic, relationship-based approach to providing care; legal and ethical considerations of the professional nurse caring for mentally ill patients and families; the role of the nurse as leader, healthcare team member, and manager of care; and integration of current healthcare technologies in mental healthcare settings that support decision making and provision of comprehensive and safe nursing care.	
N269	Nursing Process in the Care of the Adult Client III	This course is designed to prepare the intermediate novice student to provide quality, safe and competent nursing care for diverse adult populations in a variety of acute medical/surgical healthcare settings. Students will utilize the nursing process to apply current, evidence-based nursing practices, while continuing to develop their clinical reasoning and judgment skills. Theoretical/clinical concepts will focus on priorities of nursing care for patients experiencing acute and chronic musculoskeletal, fluids & electrolytes, acid-base, genitourinary, gastrointestinal, and hepatobiliary conditions, with an emphasis on a holistic, relationship-based approach to providing patient care; legal and ethical considerations of the professional nurse; the role of the nurse as leader, healthcare team member, and manager of care; and integration of current healthcare technologies that support decision making and provision of comprehensive and safe nursing care.	
N271	Nursing Process & Practice in the Care of Women and the Newborn	N271 is designed to prepare the intermediate novice student to provide quality, safe and competent nursing care for diverse adult and neonatal populations in a variety of obstetrical, neonatal, and post-partum healthcare settings. Students will utilize the nursing process to apply current, evidence-based nursing practices, while continuing to develop their clinical reasoning and judgment skills. Theoretical/clinical concepts will focus on priorities of nursing care for patients requiring obstetrical and neonatal care and experiencing acute and chronic gynecological conditions, with an emphasis on a holistic, relationship-based approach to providing patient care; legal and ethical considerations of the professional nurse caring for obstetric, gynecology, and newborn patients; the role of the nurse as leader, healthcare team member, and manager of care; and integration of current healthcare technologies in obstetric healthcare settings that support decision making and provision of comprehensive and safe nursing care.	

N270	Nursing Process & Practice in the Care of Children	N270 is designed to prepare the student to provide quality, safe and competent nursing care in a variety of pediatric healthcare settings by utilizing the nursing process and applying various theories regarding growth and development. Theoretical/clinical concepts include health promotion and maintenance, acute and chronic pediatric conditions, legal and ethical considerations of pediatric patients while emphasizing a holistic, relationship-based approach to patient care.
N272	Nursing Process & Practice in the Care of the Adult Client IV	This course is designed to prepare the advanced beginner student to provide quality, safe and competent nursing care for diverse adult populations in a variety of acute medical/surgical healthcare settings. Students will utilize the nursing process to apply current, evidence-based nursing practices, while continuing to develop their clinical reasoning and judgment skills. Theoretical/clinical concepts will focus on priorities of nursing care for patients experiencing acute and chronic cardiovascular, neurological, burn, shock and emergency conditions, with an emphasis on a holistic, relationship-based approach to providing patient care; legal and ethical considerations of the professional nurse; the role of the nurse as leader, healthcare team member, and manager of care; and integration of current healthcare technologies that support decision making and provision of comprehensive and safe nursing care.
N273	Role Transition I	N273 introduces the role of professional nursing from past to present addressing legal/ethical issues and delivery of care in a multi-cultural society. Emphasis is placed on professional accountability and the ability to demonstrate critical thinking when solving complex client care issues.
N274	Role Transition II	N274 offers students the opportunity to explore major factors involved in the transition from the student role to that of the professional registered nurse focusing on effective leadership and management, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory in managing client care.
N275A	Pharmacology	N275A introduces basic pharmacological therapy and mathematical computations of drugs to first year nursing students utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.
N275B	Pharmacology	N275B focuses on the nurse's role and responsibilities in the medication administration process. Emphasis is placed on assessment of client's health status, knowledge of various pharmacological agents, expected outcomes and health teaching, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental theory.
N276	Introduction to the Nursing Process	N276 introduces Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Needs and how to develop a nursing care plan.
N277	Health Assessment	N277 introduces beginning nursing students to basic physical assessment tools and skills in developing a client's health history and conducting head to toe physical examinations. The Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory will be discussed and utilized to integrate assessment findings.



**LOS ANGELES COUNTY
OF HEALTH SERVICES**

DEPARTMENT



ATTACHMENT XX

LOS ANGELES COUNTY EMPLOYMENT APPLICATION ARE AVAILABLE AT:

WEBSITE: <http://hr.lacounty.gov/wps/portal/dhr>

Office of Nursing Affairs: <http://hr.lacounty.gov/wps/portal/ona/>

OFFICE OF NURSING AFFAIRS - ADMINISTRATION

**Vivian Branchick, RN - Chief Nursing Officer/
Director of Nursing Affairs / vbranchick@dhs.lacounty.gov
Grace Ibanez, RN - Nursing Director / gibanez@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
Phone: (213) 240-7702 Fax: (213) 482-9421**

Send Resume to K. Cho

**Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Bldg. 503, Rm. 77
Downey, CA 90242
Phone: (562) 401-7753 Fax: (562) 401-6375**

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

**Richard Guitche, RN, MSN/ED - Nurse Recruiter / rguitche@dhs.lacounty.gov
Alan Noel, RN, BSN - Nurse Recruiter / alnoel@dhs.lacounty.gov
1000 West Carson Street, Bldg. N-25, Rm. W107
Torrance, CA 90509
Phone: (310) 222-2512 Fax: (310) 787-0065**

LAC+USC HEALTHCARE NETWORK

**Debi Farris, RN, BSN, CHCR - Nurse Recruiter / dpopkins@dhs.lacounty.gov
Laura Pineda, RN, BSN, MSN - Nurse Recruiter / lpineda@dhs.lacounty.gov
Ana Chavez, RN, BSN, MSN - Nurse Recruiter / anachavez@dhs.lacounty.gov
1200 N. State Street, Rm. C2C112 Inpatient Tower
Los Angeles, CA 90033
Phone: (323) 409-4664 Fax: (323) 441-8039**

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

**Sharon F. Arnwine RN, MS, CNO - Nurse Reccruiter / sarnwine@dhs.lacounty.gov
Joy Bostic, RN, MSN, MPH, FNP - Nurse Recruiter / jbostic@dhs.lacounty.gov
7601 E. imperial Highway, Bldg. 503, Rm. 77
Downey, CA 90242
Phone: (562) 401-7912 Fax: (562) 401-6375**

VALLEYCARE OLIVE VIEW-UCLA MEDICAL CENTER AND HEALTH CENTER

**Susanna Mortimer, RN, MSN - Nurse Recruiter / smortimer@dhs.lacounty.gov
14445 Olive View Drive, Rm. 2C206
Phone: (818) 364-3317 Fax: (818) 364-3362**

EXHIBIT II

Agreement No. H-703497

**DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM
EL CAMINO COLLEGE-COMPTON COMMUNITY
EDUCATION CENTER AGREEMENT**

Amendment No. 7

THIS AMENDMENT is made and entered into this _____ day of
_____, 20____,

By and between

COUNTY OF LOS ANGELES
(hereafter "County"),

And

EL CAMINO COLLEGE-
COMPTON COMMUNITY
EDUCATION CENTER
(hereafter "Contractor")

Business Address:
1111 E. Artesia Blvd.
Compton, CA 90221

WHEREAS, reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM EL CAMINO COLLEGE-COMPTON COMMUNITY EDUCATION CENTER AGREEMENT", dated September 16, 2008, and further identified as Agreement No. H-703497, and any amendments thereto, (all hereafter referred to as "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend its term and to increase the Agreement amount by \$180,000 and to provide for the other changes set forth herein; and

WHEREAS, Agreement provides that changes in accordance with Agreement Paragraph 14. ALTERATION OF TERMS, may be made in the form of an Amendment which is formally approved and executed by the parties; and

WHEREAS, Contractor warrants that it possesses the competence, expertise and personnel necessary to provide services consistent with the requirements of this Agreement.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. This Amendment shall become effective upon execution.
2. Agreement, Paragraph 1, TERM AND TERMINATION, Sub-paragraph 1.A is deleted in its entirety and replaced as follows:

“1. TERM AND TERMINATION: A. The term of this Agreement shall commence effective September 16, 2008 and shall continue in full force and effect to and including June 30, 2018 unless sooner terminated or extended, in whole or in part, as provided in this Agreement. The County shall have the sole option to extend this Agreement term for two additional years at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors subject to review and approval by County Counsel, and with notification to the Board and Chief Executive Office.”

3. Agreement, Paragraph 3, DESCRIPTION OF SERVICES, is deleted in its entirety and replaced as follows:

“3. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring, mentoring, and recruitment services as described in Exhibits A, A-1, A-2, A-3, A-4, A-5, and A-6 attached hereto and incorporated herein by reference.”

4. Agreement, Paragraph 4, MAXIMUM OBLIGATION OF COUNTY, is deleted in its entirety and replaced as follows:

“4. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed Nine Hundred Thousand Dollars (\$900,000), as described below:

A. During the period September 16, 2008 through June 30, 2010, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in Accordance with Exhibits B-1 and B-2 and attached hereto and incorporated herein by reference.

B. During the period July 1, 2010 through June 30, 2012, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.

- C. During the period July 1, 2012 through June 3, 2013, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-5, attached hereto and incorporated herein by reference.
- D. During the period July 1, 2013 through June 30, 2014, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-6, attached hereto and incorporated herein by reference.
- E. During the period July 1, 2014 through June 30, 2015, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-7, attached hereto and incorporated herein by reference.
- F. During the period July 1, 2015 through June 30, 2016, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-8, attached hereto and incorporated herein by reference.
- G. During the period July 1, 2016 through June 30, 2018, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-9 and B-10, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, A-3, A-4, A-5, and A-6, the program costs described in Exhibits B, B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, and B-10, attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibit B-9 and B-10 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 16, NOTICES."

5. Agreement, Paragraph 5. COMPENSATION, shall be deleted

in its entirety and replaced as follows:

"5. COMPENSATION:

- A. During the period September 16, 2008 through June 30, 2010, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of One Hundred Twenty Thousand Dollars (\$120,000) will be made on or about October 1, 2008. The second payment of Sixty Thousand Dollars (\$60,000) will be made on or about December 1, 2009.
- B. During the period July 1, 2010 through June 30, 2012, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2010. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about October 1, 2011.
- C. During the period of July 1, 2012 through June 30, 2013, County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about October 1, 2012.
- D. During the period July 1, 2013 through June 30, 2014, County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2013.
- E. During the period July 1, 2014 through June 30, 2015, County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2014.
- F. During the period July 1, 2015 through June 30, 2016, County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2015.
- G. During the period July 1, 2016 through June 30, 2018,

County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2016. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2017.”

6. Agreement, Paragraph 13, CONFLICT OF TERMS, shall be deleted in its entirety and replaced as follows:

“13 CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) an attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail, prevail in the following order:

A. Exhibits A, A-1, A-2, A-3, A-4, A-5, and A-6.

B. Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9 and B-10, C, C-1, D, E, F, G.

C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV and XVI.”

7. Agreement is modified to add Exhibits A-6, B-9, B-10, Attachments XV and XVI, attached hereto and incorporated by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed on its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Mitchell H. Katz, M.D.
Director of Health Services

CONTRACTOR

By: _____
Signature

Printed Name

Title

APPROVED AS TO FORM:
MARY C. WICKHAM
County Counsel

By: _____
James Johnson
Deputy County Counsel

EXHIBIT A-6

EL CAMINO COLLEGE

DEPARTMENT OF HEALTH SERVICES TUTORING AND MENTORING PROGRAM

STATEMENT OF WORK

FY 2016 - 2018

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services Tutoring/Mentoring Program (hereafter "Program") is to provide El Camino College Compton Center (hereafter referred to as the "Center") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each nursing student from the Center's Nursing Department to seek employment in County Health Facilities thereafter. The Program shall provide the following services: (1) identify, refer and track nursing students who fit within the criteria of the Program as described in Agreement, paragraph. **Program Eligibility Requirement** : (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the Center's School of Nursing Modules as well as preparing nursing students to pass the National Council Licensing Exam for Registered Nurses (hereafter "NCLEX-RN"); (3) provide additional supportive seminars and/ or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation calculations and other subjects; (4) participate with County Health Facilities in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses. (5) distribute and post the County of Los Angeles, Department of Health Services (DHS) benefit

information and the Employment Information Flyer (Attachment XVI) and incorporated herein, to all DHS

Tutoring/Mentoring Program participants at the end of each 8 week quarter, 4-5 week Winter intersession and 4-5 week or more Summer sessions; (6) provide The Office of Nursing Affairs (hereafter ("ONA")) in writing, of the recruitment event activities in collaboration with ONA, (such as graduation, pinning ceremonies, semester "kick offs", and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring, and evaluation instruments provided in Attachments I – IV of the Agreement.

2. **PROGRAM STATUS AND EXPENDITURE REPORTS**

Contractor agrees to provide quarterly program status reports and quarterly expenditure status reports to ONA according to the following schedule:

REPORTING PERIOD FOR 2016		DUE DATE
Summer 2016	(July 1, 2016 to September 30, 2016)	10/31/2016
Fall 2016	(October 1, 2016 to December 31, 2016)	01/31/2017
Winter 2017	(January 1, 2017 to March 31, 2017)	04/28/2017
Spring 2017	(April 1, 2017 to June 30, 2017)	07/31/2017
REPORTING PERIOD FOR 2017		DUE DATE
Summer 2017	(July 1, 2017 to September 30, 2017)	10/31/2017
Fall 2017	(October 1, 2017 to December 31, 2017)	01/31/2018
Winter 2018	(January 1, 2018 to March 31, 2018)	04/30/2018
Spring 2018	(April 1, 2018 to June 30, 2018)	07/31/2018

REPORTING PERIOD FOR 2018**DUE DATE****Summer 2018** (July 1, 2018 to September 30, 2018)

10/31/2018

Fall 2018 (October 1, 2018 to December 31, 2018)

01/31/2019

Quarterly program reports shall include, the number of nursing students by ethnicity enrolled in the Program, the attrition rate for the nursing student population in the “Center” Nursing department program, number of tutoring sessions provided, dates and names of the course, and provide , including the instructor’s names, the number of nursing student graduates passing the NCLEX RN exam the first time, number of nursing students graduates, number of nursing graduate employed by the DHS and the status report of job placement of nursing post one-year graduation.

Quarterly expenditure reports shall be based upon quarterly financial reports generated internally by Contractor. The quarterly expenditure report shall include: the expenditure categories identified in Exhibits B-9 and B-10, including the name, position title of personnel, and new staff hired within the quarter.

ONA may request additional reporting information for inclusion in the above reference quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

3. **PROGRAM ELIGIBILITY REQUIREMENT**

Eligibility for the program shall include nursing students registered at the “Center” who (1) request academic assistance from the Contractor, (2) receive less than seventy-five (75) percent on any nursing course examination at the “Center”, (3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at the “Center”, or (4) are

otherwise identified or referred by the “Centers” school staffing representative as needing academic assistance.

4. **PROGRAM EVALUATION**

Contractor shall evaluate its Program a minimum of once per quarter using written evaluations from students for each program activity in Attachment I-IV of the agreement. Nursing students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total nursing student’s evaluations indicating that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90%, and prepare and implement a plan of corrective action (POCA). In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of the graduates are not passing NCLEX-RN, per the Board Registered Nurse quarterly reports. The assessment shall include a POCA.

5. **PERSONNEL:** For the purpose of this Agreement, Program staff will perform the following duties:

A. **Nurse Advisor:** The Nurse Adviser shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the Summer and Winter sessions; (4) identify, refer and track nursing students who fit within the criteria of the Program; (5) identify and provide learning activities for ongoing retention of students; (6) document all Program activity including, the program evaluations reference in Attachments I-IV and the quarterly program reports and expenditure reports referenced in this Exhibit A-6, Paragraph 2; (7) identify pre-nursing students and recommend support

courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer nursing students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within the DHS clinics and hospitals.

- B. **Faculty Instructors/Tutors:** Faculty Instructors/Tutor(s), herein defined as Faculty Instructors shall meet with smaller subgroups of approximately 3 or more nursing students per tutoring session. The Faculty Instructor shall participate in the mini-lecture/seminars/workshops/academic and or clinical tutoring/mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: Instructor's name, participant names, date, length of session, and brief description of content. Copies of the sign-in sheets shall be retained by Contractor and made available to ONA's monitor upon request.
- C. **Teaching Assistants/Student Tutors:** Under the supervision of the Program Coordinator, the Program staff, the Teaching Assistant/Student Tutor(s) herein defined as Student Tutors will: (1) assist nursing students with the use of learning laboratory/learning resources; (2) assist nursing students on computers; (3) supervisor nursing students when practicing clinical skills; and (4) assist the Program staff.
- D. **Student Workers:** Under the supervision of the Nurse Advisor and program staff, the Student Workers will (1) assist program staff as needed; (2) manage the distribution of learning resource material; and (3) provide typing/filing as needed; and (4) act as peer counselors.

Exhibit B-9			
El Camino College – Compton			
Tutoring and Mentoring Program Budget			
FY 2016 - 2017			
Description	Number of Hours	Hourly Rate	Cost with Benefits
Summer 2016			
NCLEX-RN on-site review for 28 students	32	\$270	\$7,560
Faculty for Intersection			
First & Second Semester Boot Camp (15 hrs/wk x 3 faculty tutors x 1 weeks)	45	\$68	\$3,060
Second & Third Semester Boot Camp (15 hrs/wk x 3 faculty tutors x 1 weeks)	45	\$68	\$3,060
Student Worker for Nursing Learning lab (24 hrs week X 8 wks)	192	\$15	\$2,880
Total Summer 2016	314	\$421	\$16,560
Fall 2016			
Student Worker for Nursing Learning lab (24 hrs week X 14 weeks)	336	\$15	\$5,040
Faculty Tutors (3 hrs/wk x 12 wks x 2 instructors)	72	\$68	\$4,896
Simulation Lab Coordinator (16 hrs/wk x 14 wks)	224	\$68	\$15,232
Total Fall 2016	632	\$151	\$25,168
Winter Intersession 2017			

Student Worker for Nursing Learning lab (24 hrs week X 5 weeks)	120	\$15	\$1,800
Faculty Tutors (3 hrs/wk x 5 wks x 1 faculty tutor)	15	\$68	\$1,020
Total Winter Intersession 2017	135	\$83	\$2,820
Spring 2017			
NCLEX-RN on-site review for 32 students	32	\$270	\$8,640
Student Worker for Nursing Learning lab (24 hrs week X 14 weeks)	336	\$15	\$5,040
Faculty Tutors (3 hrs/wk x 12 wks x 2 instructors)	72	\$68	\$4,896
Simulation Lab Coordinator (16 hrs/wk x 14 wks)	224	\$68	\$15,232
Total Spring 2017	664	\$421	\$33,808
Summary 2016 - 2017			
NCLEX-RN on-site review for 60 students	64	\$270	\$16,200
Student Worker for Nursing Learning lab	984	\$15	\$14,760
Faculty Tutors	249	\$68	\$16,932
Simulation Lab Coordinator	448	\$68	\$30,464
Benefits (24.567% x \$47,396)			\$11,644
Grand Total	1745	\$421	\$90,000

Exhibit B-10			
El Camino College – Compton			
Tutoring and Mentoring Program Budget			
FY 2017 - 2018			
Description	Number of Hours	Hourly Rate	Cost with Benefits
Summer 2017			
NCLEX-RN on-site review for 29 students	32	\$270	\$7,830
Faculty for Intersection			
First & Second Semester Boot Camp (15 hrs/wk x 3 faculty tutors x 1 weeks)	45	\$68	\$3,060
Second & Third Semester Boot Camp (15 hrs/wk x 3 faculty tutors x 1 weeks)	45	\$68	\$3,060
Student Worker for Nursing Learning lab (24 hrs week X 8 wks)	192	\$15	\$2,880
Total Summer 2017	314	\$421	\$16,830
Fall 2017			
Student Worker for Nursing Learning lab (24 hrs week X 14 weeks)	336	\$15	\$5,040
Faculty Tutors (3 hrs/wk x 12 wks x 2 instructors)	72	\$68	\$4,896
Simulation Lab Coordinator (16 hrs/wk x 14 wks)	224	\$68	\$15,232
Total Fall 2017	632	\$151	\$25,168
Winter Intersession 2018			

Student Worker for Nursing Learning lab (24 hrs week X 5 weeks)	120	\$15	\$1,800
Faculty Tutors (3 hrs/wk x 5 wks x 1 faculty tutor)	15	\$68	\$1,020
Total Winter Intersession 2018	135	\$83	\$2,820
Spring 2018			
NCLEX-RN on-site review for 31 students	32	\$270	\$8,370
Student Worker for Nursing Learning lab (24 hrs week X 14 weeks)	336	\$15	\$5,040
Faculty Tutors (3 hrs/wk x 12 wks x 2 instructors)	72	\$68	\$4,896
Simulation Lab Coordinator (16 hrs/wk x 14 wks)	224	\$68	\$15,232
Total Spring 2018	664	\$421	\$33,538
Summary 2017 - 2018			
NCLEX-RN on-site review for 60 students	64	\$270	\$16,200
Student Worker for Nursing Learning lab	984	\$15	\$14,760
Faculty Tutors	249	\$68	\$16,932
Simulation Lab Coordinator	448	\$68	\$30,464
Benefits (24.567% x \$47,396)			\$11,644
Grand Total	1745	\$421	\$90,000



El Camino College
Compton Center

Attachment XV
CURRICULUM
Course Description – Associate Degree Nursing
FY 2016 - 2018

Course	Course Name	Course Description
NURS 150A	Beginning Nursing Process and Fundamental Skills I	In this course, students gain the skills and knowledge necessary to provide basic nursing care to the individual and family. Concepts of basic human needs and structural variables such as age, sex, and ethnicity are studied. Select psychomotor skills such as dressing changes and medication administration are practiced in the skills and simulation labs in preparation for clinical practice.
NURS 150B	Beginning Nursing Process and Fundamental Skills II	In this course, students will focus on the skills and knowledge needed to assess and care for a patient in the hospital setting. Emphasis will be placed on the nursing process, therapeutic communication, and providing basic care to the individual. Fundamental nursing skills, such as medication administration, will be carried out in the clinical setting. Particular emphasis will be placed on caring for the geriatric population. The nurse's ethical and legal responsibilities of patient care within the hospital setting will also be addressed.
NURS 151	Human Development and Health	This course is designed for nursing students to explore the impact of biopsychosocial growth and development principles from conception through death. The emphasis is on analyzing the impact of these principles on health. The nurse's role in applying this knowledge throughout the life span is explored through community observations and interviews. Variables that influence health such as culture, family, and individual dynamics are examined and analyzed. This course sets the groundwork for initial clinical practice
NURS 152	Introduction to Nursing Pharmacology	This course is an introduction to clinical drug therapy. Major content areas include fundamental concepts of pharmacology; groups of therapeutic drugs; prototypes of drug groups; commonly prescribed individual drugs; interrelationships between body systems and drugs; and the role of the nursing process in prescribed drug therapy regimens. Legal and ethical implications will be examined.
NURS 153	Intermediate Nursing Process I	This course will assist the student to meet the needs of adult clients with moderately severe disease states. Theory and utilization of the nursing process will focus on pathophysiological problems associated with the preoperative

		and postoperative periods. Students will exam problems associated with physical integrity, respiratory, activity-rest, ingestive, excretory and sexual needs.
NURS 154	Intermediate Nursing Process and Mental Health	In this course, students will utilize the nursing process in caring for clients with varying degrees of mental health problems. Psychopharmacological therapies will be examined. Students will apply techniques of therapeutic communication, administer medications, and assume a leadership role in the clinical setting. In addition, students will utilize and maintain legal and ethical standards specific to mental health clients.
NURS 155	Health Assessment	Students will develop and utilize health assessment skills necessary to care for clients. The focus will be on describing normal findings and common abnormalities observed in physical assessments of clients. Students will perform physical assessments, explain the pathophysiology of common abnormalities, and document assessment findings.
NURS 156	Advance Nursing Pharmacology	This course offers an in-depth study of clinical drug therapy. The knowledge and intervention needed to maximize therapeutic effects and prevent or minimize adverse effects of drugs will be emphasized. Major content areas will include advanced pharmacological principles; major drug classifications; selected individual drugs; drug effects on body tissues; human responses to drug therapy; and application of the nursing process. Anatomy, physiology, and microbiology concepts are correlated with various pathologies, emphasizing the effect(s) of drug therapy on body systems. Health teaching and legal and ethical issues are examined.
NURS 250	Intermediate Nursing Process and the Family	This course focuses on the theory and clinical application of concepts related to the nursing care of families in the childbearing and childrearing stages. Using the nursing process, students will apply the El Camino College Nursing Program's theoretical framework to meet the basic needs of families as they move through the life stages of pregnancy, birth, and childhood. The importance of structural variables, physical assessment skills specific to maternal-child nursing, and pathologic conditions that occur during childbirth, infancy, childhood, and adolescence will be emphasized
NURS 251	Legal and Ethical Considerations in Nursing	In this course students will analyze the legal responsibilities associated with the scope of nursing practice as defined by the Board of Registered Nursing. Other parameters and standards of law impacting the nursing profession will be examined. Scenarios that pose ethical dilemmas for the registered nurse will be debated using ethical theories and principles.
NURS 253	Intermediate Nursing Process II	This course will assist the student in meeting the needs of clients with complicated disease states. The synthesis and integration of multiple assessment data in order to utilize the nursing process in

		<p>caring for medical-surgical clients will be emphasized. Organization and prioritizing care for multiple clients will be stressed in the delivery of total patient care. Increased skill development of nursing procedures and collaborative nursing interventions will be emphasized in the clinical setting. Topics will include pain management, hematology, immunology, infectious diseases, oncology, palliation, and neurological dysfunctions.</p>
NURS 254	Advanced Nursing Process I	<p>This course focuses on pathophysiologic concepts and nursing management essential to critical care and emergency nursing. Patients with acute and chronic cardiopulmonary, hepatic, renal, and multi-system failure will be selected for critical care clinical experiences. Leadership and management skills are introduced and applied in the clinical setting. Students apply the nursing process and prioritize nursing care for a group of patients with multiple need imbalances. The role of the nurse in the management of patient care following a disaster is presented</p>
NURS 255	Advanced Nursing Process II - Preceptorship	<p>This course will provide a clinical preceptorship experience for the advanced student nurse and the inactive Registered Nurse (RN) as well as the foreign registered Nurse (RN) in transition. The student works under the supervision of a clinical nurse preceptor. This experience assists the student to make a smooth transition from the learner role to the entry level registered Nurse role in a realistic clinical setting. Opportunities will be provided to implement leadership and management skills as well as decision making and priority setting utilizing legal and ethical principles.</p>



**LOS ANGELES COUNTY DEPARTMENT
OF HEALTH SERVICES**



Health Services
LOS ANGELES COUNTY

ATTACHMENT XVI

LOS ANGELES COUNTY EMPLOYMENT APPLICATION ARE AVAILABLE AT:

WEBSITE: <http://hr.lacounty.gov/wps/portal/dhr>

Office of Nursing Affairs: <http://hr.lacounty.gov/wps/portal/ona/>

OFFICE OF NURSING AFFAIRS - ADMINISTRATION

**Vivian Branchick, RN - Chief Nursing Officer/
Director of Nursing Affairs / vbranchick@dhs.lacounty.gov
Grace Ibanez, RN - Nursing Director / gibanez@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
Phone: (213) 240-7702 Fax: (213) 482-9421**

**Send Resume to K. Cho
Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Bldg. 503, Rm. 77
Downey, CA 90242
Phone: (562) 401-7753 Fax: (562) 401-6375**

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

**Richard Guitche, RN, MSN/ED - Nurse Recruiter / rguitche@dhs.lacounty.gov
Alan Noel, RN, BSN - Nurse Recruiter / alnoel@dhs.lacounty.gov
1000 West Carson Street, Bldg. N-25, Rm. W107
Torrance, CA 90509
Phone: (310) 222-2512 Fax: (310) 787-0065**

LAC+USC HEALTHCARE NETWORK

**Debi Farris, RN, BSN, CHCR - Nurse Recruiter / dpopkins@dhs.lacounty.gov
Laura Pineda, RN, BSN, MSN - Nurse Recruiter / lpineda@dhs.lacounty.gov
Ana Chavez, RN, BSN, MSN - Nurse Recruiter / anachavez@dhs.lacounty.gov
1200 N. State Street, Rm. C2C112 Inpatient Tower
Los Angeles, CA 90033
Phone: (323) 409-4664 Fax: (323) 441-8039**

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

**Sharon F. Arnwine RN, MS, CNO - Nurse Reccruiter / sarnwine@dhs.lacounty.gov
Joy Bostic, RN, MSN, MPH, FNP - Nurse Recruiter / jbostic@dhs.lacounty.gov
7601 E. imperial Highway, Bldg. 503, Rm. 77
Downey, CA 90242
Phone: (562) 401-7912 Fax: (562) 401-6375**

VALLEYCARE OLIVE VIEW-UCLA MEDICAL CENTER AND HEALTH CENTER

**Susanna Mortimer, RN, MSN - Nurse Recruiter / smortimer@dhs.lacounty.gov
14445 Olive View Drive, Rm. 2C206
Phone: (818) 364-3317 Fax: (818) 364-3362**

EXHIBIT III

Agreement No. H-300470

**DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM
GLENDALE COMMUNITY COLLEGE SCHOOL OF NURSING AGREEMENT**

Amendment No. 8

THIS AMENDMENT is made and entered into this _____ day of _____, 20____,

By and between

COUNTY OF LOS ANGELES
(hereafter "County"),

And

GLENDALE COMMUNITY
COLLEGE
(hereafter "Contractor")

Business Address:
1500 Verdugo Road
Glendale, CA 91208

WHEREAS, reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM GLENDALE COMMUNITY COLLEGE SCHOOL OF NURSING AGREEMENT," dated July 29, 2003, and further identified as County Agreement No. H-300470, and any Amendments thereto (all hereafter "Agreement") and,

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend its term and to increase the Agreement amount by \$180,000, and to provide for the other changes set forth herein; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 11, ALTERATION OF TERMS of Agreement may be made in the form of an Amendment which is formally approved and executed by the parties; and

WHEREAS, Contractor warrants that it possesses the competence, expertise and personnel necessary to provide services consistent with the requirements of this Agreement.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. This Amendment shall become effective upon execution.

2. Agreement, Paragraph 1, TERM AND TERMINATION, Sub-paragraph A. is deleted in its entirety and replaced as follows:

“1. TERM AND TERMINATION: A. The term of this Agreement shall commence effective June 29, 2003 through June 30, 2018, unless sooner terminated or extended, in whole or in part, as provided in this Agreement. The County shall have the sole option to extend this Agreement term for two additional years at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors subject to review and approval by County Counsel, and with notification to the Board and Chief Executive Office.”

3. Agreement, Paragraph 4, DESCRIPTION OF SERVICES, is deleted in its entirety and replaced as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring, mentoring, and recruitment services as described in Exhibits A1, A2, A3, A4, A5, A6, A-7 and A-8, attached hereto and incorporated herein by reference.”

4. Agreement, Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, is deleted in its entirety and replaced as follows:

“5. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed One Million Three Hundred Sixty Thousand Eight Hundred and Fifteen Dollars (\$1,360,815), as described below:

A. During the period July 29, 2003 through June 30, 2005, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Three Thousand Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-1 and B-2, attached hereto and incorporated herein by reference.

B. During the period July 1, 2005 through June 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Three Thousand Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.

C. During the period July 1, 2007 through June 30, 2009, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Three

Thousand Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.

- D. During the period July 1, 2009 through June 30, 2011, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars, (\$180,000) in accordance with Exhibits B-7 and B-8, attached hereto and incorporated hereby reference.
- E. During the period July 1, 2011 through June 30, 2013, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-9 and B-10, attached hereto and incorporated herein by reference.
- F. During the period July 1, 2013 through June 30, 2014, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-11, attached hereto and incorporated herein by reference.
- G. During the period July 1, 2014 through June 30, 2015, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-12, attached hereto and incorporated herein by reference.
- H. During the period July 1, 2015 through June 30, 2016 the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-13 attached hereto and incorporated herein by reference.
- I. During the period July 1, 2016 through June 30, 2018 the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-14 and B-15, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of Services described in Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, A-7, and A-8 at the program costs described in Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8,

B-9, B-10, B-11, B-12, B-13, B-14 and B-15, attached hereto and Incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibit B-14 and B-15 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

5. Agreement, Paragraph 6, COMPENSATION, shall be deleted in its entirety and replaced as follows:

"6. COMPENSATION:

- A. During the period July 29, 2003 through June 30, 2005, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Eighty Nine Thousand Nine Hundred and Twenty-Four Dollars (\$89,924) will be made on or about September 1, 2003. The second payment of Ninety Three Thousand Six Hundred and Eighty One Dollars (\$93,681) will be made on or about September 1, 2004.
- B. During the period July 1, 2005 through June 30, 2007, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Eighty-Nine Thousand Nine Hundred and Twenty Four Dollars (\$89,924) will be made on or about September 1, 2005. The second payment of Ninety Three Thousand Six Hundred and Eighty One Dollars (\$93,681) will be made on or about September 1, 2006.
- C. During the period July 1, 2007 through June 30, 2009, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Eighty Nine Thousand Nine Hundred and Twenty-Four Dollars (\$89,924) will be made on or about September 1, 2007. The second payment of Ninety Three Thousand Six Hundred Eighty-One Dollars (\$93,681) will be made on or about September 1, 2008.
- D. During the period July 1, 2009 through June 30, 2011 County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will

be made on or about September 1, 2009. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2010.

- E. During the period July 1, 2011 through June 30, 2013, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2011. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2012.
- F. During the period July 1, 2013 through June 30, 2014 County agrees to compensate Contractor for performing Services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2013.
- G. During the period July 1, 2014 through June 30, 2015 County agrees to compensate Contractor for performing Services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2014.
- H. During the period July 1, 2015 through June 30, 2016 County agrees to compensate Contractor for performing services described in this Agreement in one payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2015.
- I. During the period July 1, 2016 through June 30, 2018 County agrees to compensate Contractor for performing Services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will made on or about September 1, 2016. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2017.”

6. Agreement, Paragraph 10, CONFLICT OF TERMS, is deleted in its entirety and replaced as follows:

- “10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment (s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit (s) and attachment(s) shall govern and prevail in the

following order:

- A. Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, A-7, and A-8.
- B. Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15. C, D, E, and F.
- C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, XVII, and XVIII.”

7. Agreement is modified to add Exhibits A-8, B-14, B-15 and Attachments XVII and XVIII, attached hereto and incorporated by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed on its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Mitchell H. Katz, M.D.
Director of Health Services

CONTRACTOR

By: _____
Signature

Printed Name

Title

APPROVED AS TO FORM
MARY C. WICKHAM
Interim County Counsel

By: _____
James Johnson
Deputy County Counsel

EXHIBIT A-8

GLENDALE COMMUNITY COLLEGE

DEPARTMENT OF HEALTH SERVICES TUTORING & MENTORING PROGRAM

STATEMENT OF WORK

FY 2016 - 2018

1. DESCRIPTION OF SERVICES: The purpose of the Department of Health Services Tutoring/Mentoring Program (hereafter ``Program'') is to provide Glendale Community College (hereafter ``GCC'') Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the GCC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements;
- (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the GCC's School of Nursing Course curriculum as well as preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter ``NCLEX-RN'');
- (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects;
- (4) participate with County

in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses; (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment VI and incorporated herein, to all DHS Tutoring/Mentoring Program participants at the end of each quarter and summer sessions; (6) Provide the Office of Nursing Affairs thirty days (30) in advance (hereafter "ONA") in writing of recruitment event activities in collaboration with ONA, (such as graduation, pinning ceremonies, semester "kick offs" and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III & IV.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly program reports and quarterly expenditure reports to the Office of Nursing Affairs (ONA) according to the following schedule:

<u>REPORTING PERIOD</u>	<u>DUE DATE</u>
Fall 2015 Semester August 31, 2015 - December 16, 2015	1/25/16
Winter 2016 Intersession January 4, 2016 - February 11, 2016	3/15/16
Spring 2016 Semester February 15, 2016 - June 8, 2016	7/15/16
Summer 2016 Intersession June 20, 2016 - August 27, 2016	9/26/16
Fall 2016 Semester August 29, 2016 - December 17, 2016	1/25/17
Winter 2017 Intersession	

January 9, 2017 - February 18, 2017 3/15/17

Spring 2017 Semester
February 21, 2017 - June 14, 2017 7/14/17

GCC Academic calendar for 2017-2018 & 2018-2019 are not confirmed. Therefore, the exact dates for the following semesters are not available:

Summer 2017 Intersession
June 2017 - August 2017 9/25/17

Fall 2017 Semester
September 2017 - December 2017 1/25/18

Winter 2018 Intersession
January 2018 - February 2018 3/15/18

Spring 2018 Semester
February 2018 - June 2018 7/16/18

Summer 2018 Intersession
June 2018 - August 2018 9/25/18

Fall 2018 Semester
September 2018 - December 2018 1/25/19

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program
- The attrition rate for the student population in the nursing program
- The number of tutoring sessions provided to include dates, names of the course, and the instructor's names
- The number/percentage of nursing student graduates who pass the NCLEX RN exam the first time
- The number/percentage of nursing students

participating in the Program.

- The types of services provided to the nursing students under the Program, which included: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing students graduates hired by DHS and other County Departments.
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

The ONA may request additional reporting information for inclusion in the above referenced quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibits B-14 and B-15 and is to include the name and position title of personnel, including new staff hired within the quarter.

3. PROGRAM ELIBIBLITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to those students registered at GCC who: 1) request academic assistance from the Contractor, 2) receive less than seventy-five(75%) percent on any nursing course examination at GCC, 3) have an academic history of not completing or being out of

compliance with the nursing curriculum standards at GCC, or 4) are otherwise identified or referred by GCC school staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. The Nurse Advisor: The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the

criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachment I-VI and the quarterly program reports and expenditure reports referenced in Agreement Exhibit A-8 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.

B. Faculty Tutor(s): Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring/mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.

C. Teaching Assistant(s)/Student Tutor(s): Under the supervision of the Program Coordinator, and Program staff, the teaching assistant/student tutor(s) will: (1) assist students with the use of nursing learning laboratory/learning resources. (2) assist students on

computer, (3) supervise students when practicing clinical skills, and (4) assist the Program staff.

D. Student Workers: Under the supervision of the Nurse Advisor and Program staff, the student workers will:

- (1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed, and (4) act as peer counselors.

Exhibit B-14			
Glendale Community College			
Tutoring and Mentoring Program Budget			
FY 2016 - 2017			
Description	Number of Hours	Hourly Rate	Cost with Benefits
Summer 2016			
Faculty for NS219 Clinical Enrichment (16 hrs/wk x 6 weeks)	96	\$36	\$3,821
Faculty for NS255 EKG Class (8 hrs/wk x 6 weeks)	48	\$43	\$2,285
Faculty for NS200 & NS205 MedSurg Tutoring (2 hrs/wk x 6 weeks)	12	\$68	\$921
Staff for Nursing Lab (14 hrs x 10 weeks)	140	\$23	\$3,595
Total Summer 2016	296		\$10,623
Fall 2016			
Program Coordinator (2 hrs/wk x 16 weeks)	32	\$71	\$2,559
Student Advisement by Nurse Advisor (3 hours/week x 16 weeks)	48	\$71	\$3,838
Faculty for NS212 MedSurg Tutoring (1 hr/wk x 8 weeks)	8	\$71	\$640
Faculty for NS222 Psych Tutoring (1 hr/wk x 14 weeks)	14	\$68	\$1,074
Counselor for Workshops/Advisement (10 hrs/wk x 16 weeks)	160	\$63	\$11,290
Staff for Nursing Lab (30 hrs x 16 weeks)	480	\$27	\$14,375
Extra Help Clerk (1 hr x 16 weeks)	16	\$10	\$163
Student Tutors NS208 & NS212 (5 tutors x 1 hr/wk x 15 weeks)	75	\$10	\$750
Total Fall 2016	833		\$34,688
Winter Intersession 2017			
Faculty for NS219 Clinical Enrichment (16 hrs/wk x 6 weeks)	96	\$36	\$3,821
Faculty for NS255 EKG Class (8 hrs/wk x 6 weeks)	48	\$43	\$2,285
Faculty for NS200 & NS205 MedSurg Tutoring (2 hrs/wk x 6 weeks)	12	\$68	\$921
Staff for Nursing Lab (14 hrs x 6 weeks)	84	\$23	\$2,157
Total Winter Intersession 2017	240		\$9,184
Spring 2017			
Program Coordinator (2 hrs/wk x 16 weeks)	32	\$71	\$2,559
Student Advisement by Nurse Advisor (3 hours/week x 16 weeks)	48	\$71	\$3,838
Faculty for NS212 MedSurg Tutoring (1 hr/wk x 8 weeks)	8	\$71	\$640

Faculty for NS222 Psych Tutoring (1 hr/wk x 14 weeks)	14	\$68	\$1,074
Counselor for Workshops/Advisement (10 hrs/wk x 16 weeks)	160	\$63	\$11,290
Staff for Nursing Lab (30 hrs x 16 weeks)	480	\$27	\$14,375
Extra Help Clerk (1 hr x 16 weeks)	16	\$10	\$163
Student Tutors NS208 & NS212 (5 tutors x 1 hr/wk x 15 weeks)	75	\$10	\$750
Total Spring 2017	833		\$34,688
Summary 2016 - 2017			
Personnel			\$89,184
Lab & Simulation Supplies			\$816
Grand Total			\$90,000

Exhibit B-15			
Glendale Community College			
Tutoring and Mentoring Program Budget			
FY 2017 - 2018			
Description	Number of Hours	Hourly Rate	Cost with Benefits
Summer 2017			
Faculty for Clinical Enrichment (16 hrs/wk x 6 weeks)	96	\$36	\$3,821
Faculty for EKG Class (8 hrs/wk x 6 weeks)	48	\$43	\$2,285
Faculty for MedSurg Tutoring (2 hrs/wk x 6 weeks)	12	\$68	\$921
Staff for Nursing Lab (14 hrs x 10 weeks)	140	\$23	\$3,595
Total Summer 2017	296		\$10,623
Fall 2017			
Program Coordinator (2 hrs/wk x 16 weeks)	32	\$71	\$2,559
Student Advisement by Nurse Advisor (3 hours/week x 16 weeks)	48	\$71	\$3,838
Faculty for MedSurg Tutoring (1 hr/wk x 8 weeks)	8	\$71	\$640
Faculty for Psych Tutoring (1 hr/wk x 14 weeks)	14	\$68	\$1,074
Counselor for Workshops/Advisement (10 hrs/wk x 16 weeks)	160	\$63	\$11,290
Staff for Nursing Lab (30 hrs x 16 weeks)	480	\$27	\$14,375
Extra Help Clerk (1 hr x 16 weeks)	16	\$10	\$163
Student Tutors (5 tutors x 1 hr/wk x 15 weeks)	75	\$10	\$750
Total Fall 2017	833		\$34,688
Winter Intersession 2018			
Faculty for Clinical Enrichment (16 hrs/wk x 6 weeks)	96	\$36	\$3,821
Faculty for EKG Class (8 hrs/wk x 6 weeks)	48	\$43	\$2,285
Faculty for MedSurg Tutoring (2 hrs/wk x 6 weeks)	12	\$68	\$921
Staff for Nursing Lab (14 hrs x 6 weeks)	84	\$23	\$2,157
Total Winter Intersession 2018	240		\$9,184
Spring 2018			
Program Coordinator (2 hrs/wk x 16 weeks)	32	\$71	\$2,559
Student Advisement by Nurse Advisor (3 hours/week x 16 weeks)	48	\$71	\$3,838
Faculty for MedSurg Tutoring (1 hr/wk x 8 weeks)	8	\$71	\$640

Faculty for Psych Tutoring (1 hr/wk x 14 weeks)	14	\$68	\$1,074
Counselor for Workshops/Advisement (10 hrs/wk x 16 weeks)	160	\$63	\$11,290
Staff for Nursing Lab (30 hrs x 16 weeks)	480	\$27	\$14,375
Extra Help Clerk (1 hr x 16 weeks)	16	\$10	\$163
Student Tutors (5 tutors x 1 hr/wk x 15 weeks)	75	\$10	\$750
Total Spring 2018	833		\$34,688
Summary 2017 - 2018			
Personnel			\$89,184
Lab & Simulation Supplies			\$816
Grand Total			\$90,000

Attachment XVII
 Glendale Community College
 Department of Health Services
 Tutoring and Mentoring Program
 FY 2016 - 2018
 (August 1, 2016 – July 31, 2018)
 Course Curriculum
 (Supported by DHS Grant)

Course #	Course Name	Course Description
NS 200	NURSING PERSPECTIVES	NS 200 presents an overview of current and emerging health and nursing practice issues with their historical influences. Topics provide the entry-level nursing student with an overview of regulatory scopes of practice, ethics and law, health, and health care delivery trends. The influence of commissions and agencies on standards of nursing practice, such as the Quality and Safety Education for Nurses framework (QSEN), is stressed. The student is introduced to core competencies of nursing practice including the delivery of patient-centered care, working as part of interdisciplinary teams, safety, using evidence-based practice, quality improvement, and using information technology. A methodology of contemporary library and healthcare database research is introduced and its application to nursing scholarship and practice is explored.
NS 205	ESSENTIALS OF MEDICATION ADMINISTRATION	NS 205 is an introductory course which presents the basic knowledge required for safe medication administration. This course is the foundation for the subsequent pharmacology coursework and emphasizes the ability of the student to calculate correct drug dosages. The role of the nurse in pharmacologic therapy is presented, stressing individual accountability in the safe administration of medication. The way drugs work, their absorption, routes of administration, and rationale for use are thoroughly studied. Federal and state regulations that pertain to the administration of medications and regulation of controlled substances are examined
NS 208	PHARMACOLOGY FOR NURSING	NS 208 introduces the nursing student to the basic knowledge of pharmacology required to administer medications. The nursing process and unmet human needs provide a framework for the study of selected classes of medications. The role of the nurse in promoting safe and effective pharmacologic therapy is stressed. The importance of collaborative health team communication and patient education is incorporated throughout the course. Emphasis is placed on teaching the patient/family and promoting compliance in medication management. Legal and ethical issues related to medication administration are integrated throughout.
NS 212	MEDICAL-SURGICAL NURSING II	NS 212 continues the study of the adult with unmet needs resulting from health problems. This course addresses the needs of patients across the adult life span whose health care needs require more complex nursing interventions and skill using the nursing process. The student is encouraged to build on skills gained from the previous

		semester in electronic acquisition and use of health care information. Clinical experiences are included which provide an opportunity for the student to apply theoretical concepts, think critically, and build clinical skills.
NS 219	CLINICAL ENRICHMENT	NS 219 provides the currently enrolled or returning nursing student with additional supervised clinical experience in the acute care hospital setting. Clinical assignments are intended to provide the opportunity for the student to strengthen previously learned basic nursing skills through repetition. The rotation is designed to improve general patient care skills by offering experiences that foster confidence, critical thinking, time management and prioritizing skills, and communication in the clinical setting.
NS 222	PSYCHIATRIC NURSING	NS 222 focuses on the dynamics of adult clients undergoing acute and chronic psychosocial stress. The nursing process, including interviewing skills, is presented within a framework of total mental health team management. Therapeutic relationship is presented as a means of expressing caring. The causes of stress are identified from various theoretical perspectives. The student is encouraged to undertake self-exploration and develop a concept of the individual that includes the ability to adapt as a result of successful human need fulfillment. The course provides the student with knowledge and understanding of the interrelatedness of developmental, environmental, cultural, socioeconomic and ethnic factors affecting psychosocial adaptation along the health-illness continuum. Laboratory experiences in mental health settings are included.
NS 255	BASIC ELECTROCARDIOGRAPHY	NS 255 is designed to provide an overview and introduce the novice healthcare provider to the basics of electrocardiography (EKG). Course content reviews principles of cardiac anatomy, physiology, and electrophysiology which are foundational to course content. Content includes cardiac hemodynamics, proper lead placement to obtain EKG waveforms, waveform identification, rate calculation, normal rhythm, and arrhythmia recognition and treatment.



LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES



ATTACHMENT XVIII

LOS ANGELES COUNTY EMPLOYMENT APPLICATION ARE AVAILABLE AT:

WEBSITE: <http://hr.lacounty.gov/wps/portal/dhr>

Office of Nursing Affairs: <http://hr.lacounty.gov/wps/portal/ona/>

OFFICE OF NURSING AFFAIRS - ADMINISTRATION

Vivian Branchick, RN - Chief Nursing Officer/
Director of Nursing Affairs / vbranchick@dhs.lacounty.gov
Grace Ibanez, RN - Nursing Director / gibanez@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
Phone: (213) 240-7702 Fax: (213) 482-9421

Send Resume to K. Cho

Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Bldg. 503, Rm. 77
Downey, CA 90242
Phone: (562) 401-7753 Fax: (562) 401-6375

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

Richard Guitche, RN, MSN/ED - Nurse Recruiter / rguitche@dhs.lacounty.gov
Alan Noel, RN, BSN - Nurse Recruiter / alnoel@dhs.lacounty.gov
1000 West Carson Street, Bldg. N-25, Rm. W107
Torrance, CA 90509
Phone: (310) 222-2512 Fax: (310) 787-0065

LAC+USC HEALTHCARE NETWORK

Debi Farris, RN, BSN, CHCR - Nurse Recruiter / dpopkins@dhs.lacounty.gov
Laura Pineda, RN, BSN, MSN - Nurse Recruiter / lpineda@dhs.lacounty.gov
Ana Chavez, RN, BSN, MSN - Nurse Recruiter / anachavez@dhs.lacounty.gov
1200 N. State Street, Rm. C2C112 Inpatient Tower
Los Angeles, CA 90033
Phone: (323) 409-4664 Fax: (323) 441-8039

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Sharon F. Arnwine RN, MS, CNO - Nurse Recruiter / sarnwine@dhs.lacounty.gov
Joy Bostic, RN, MSN, MPH, FNP - Nurse Recruiter / jbostic@dhs.lacounty.gov
7601 E. imperial Highway, Bldg. 503, Rm. 77
Downey, CA 90242
Phone: (562) 401-7912 Fax: (562) 401-6375

VALLEYCARE OLIVE VIEW-UCLA MEDICAL CENTER AND HEALTH CENTER

Susanna Mortimer, RN, MSN - Nurse Recruiter / smortimer@dhs.lacounty.gov
14445 Olive View Drive, Rm. 2C206
Phone: (818) 364-3317 Fax: (818) 364-3362

**DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM
LOS ANGELES HARBOR COLLEGE AGREEMENT**

Amendment No. 5

THIS AMENDMENT is made and entered into this _____ day of _____, 20____,

By and between

COUNTY OF LOS ANGELES
(hereafter "County"),

And

LOS ANGELES HARBOR
COLLEGE
(hereafter "Contractor")

Business Address:
1111 Figueroa Place
Wilmington, CA 90744

WHEREAS, reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM LOS ANGELES HARBOR COLLEGE AGREEMENT", dated January 1, 2011, and further identified as Agreement No. H-704548, and any Amendments thereto (all hereafter "Agreement") and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend its term and to increase the amount by \$152,000, and to provide for the other changes set forth herein; and

WHEREAS, Agreement provides that changes may be made in accordance to Agreement Paragraph 14 ALTERATION OF TERM, may be made in the form of an Amendment which is formally approved and executed by the parties; and

WHEREAS, Contractor warrants that it possesses the competence, expertise and personnel necessary to provide services consistent with the requirements of this Agreement.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon execution.

2. Agreement, Paragraph 1. TERM, the first Sub-paragraph is deleted in its entirety and replaced as follows:

“1. TERM: A. The term of this Agreement shall commence effective January 1, 2011 through June 30, 2018 and shall continue in full force and effect unless sooner terminated or extended, in whole or in part, as provided in this Agreement. The County shall have the sole option to extend this Agreement term for two additional years at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors subject to review and approval by County Counsel, and with notification to the Board and Chief Executive Office.”

3. Agreement, Paragraph 3. DESCRIPTION OF SERVICES, is deleted in its entirety and replaced as follows:

“3. DESCRIPTION OF SERVICES: Contractor shall provide County tutoring/mentoring/recruitment Services as described in Exhibit A, A-1, A-2, A-3, A-4, and A-5, attached hereto and incorporated herein by reference.”

4. Agreement, Paragraph 4. MAXIMUM OBLIGATION OF COUNTY, is deleted in its entirety and replaced as follows:

“4. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed Five Hundred and Thirty-One Thousand Five Hundred Dollars (\$531,500), as detailed below:

A. During the period January 1, 2011 through June 30, 2011 the maximum obligation of County for all services provided hereunder shall not exceed Thirty-Four Thousand Five Hundred Dollars (\$34,500) in accordance with Exhibit B attached hereto and incorporated herein by reference.

B. During the period July 1, 2011 through June 30, 2013, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Thirty-Eight Thousand Dollars (\$138,000) in accordance with Exhibits B-1 and B-2, attached hereto and incorporated herein by reference.

C. During the period July 1, 2013 through June 30, 2014, the maximum obligation of County for all services provided hereunder shall not exceed Sixty-Nine Thousand (\$69,000) in accordance with Exhibit B-3, attached

hereto and incorporated herein by reference.

- D. During the period July 1, 2014 through June 30, 2015, the maximum obligation of County for all services provided hereunder shall not exceed Sixty-Nine Thousand (\$69,000) in accordance with Exhibit B-4 attached hereto and incorporated herein by reference.
- E. During the period July 1, 2015 through June 30, 2016, the maximum obligation of County for all services provided hereunder shall not exceed Sixty-Nine Thousand (\$69,000) in accordance with Exhibit B-5, attached hereto and incorporated herein by reference.
- F. During the period July 1, 2016 through June 30, 2018, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Fifty-Two Thousand Dollars (\$152,000) in accordance with Exhibits B-6 and B-7 attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, A-3 A-4, and A-5. The program costs described in Exhibits B, B-1, B-2, B-3, B-4, B-5, B-6, and B-7 attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibit B-6 and B-7 only upon review and approval of Contractor's written request and justification. In such event Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 16, NOTICES."

5. Agreement, Paragraph 5, COMPENSATION, is deleted in its entirety and replaced as follows:

"5. COMPENSATION:

- A. During the period January 1, 2011 through June 30, 2011, County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Thirty-Four Thousand Five Hundred Dollars (\$34,500) will be made on or about January 1, 2011.

- B. During the period July 1, 2011 through June 30, 2013 County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Sixty-Nine Thousand Dollars (\$69,000) will be made on or about September 1, 2011. The second payment of Sixty-Nine Thousand Dollars (\$69,000) will be made on or about September 1, 2012.
- C. During the period July 1, 2013 through June 30, 2014 County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Sixty-Nine Thousand Dollars (\$69,000) will be made on or about September 1, 2013.
- D. During the period July 1, 2014 through June 30, 2015 County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Sixty-Nine Thousand Dollars (\$69,000) will be made on or about September 1, 2014.
- E. During the period July 1, 2015 through June 30, 2016 County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Sixty-Nine Thousand Dollars (\$69,000) will be made on or about September 1, 2015.
- F. During the period July 1, 2016 through June 30, 2018 County agrees to compensate Contractor for performing services described in his Agreement in two payments. The first payment of Seventy Six Thousand Dollars (\$76,000) will be made on or about September 1, 2017. The second payment of Seventy-Six Thousand Dollars (\$76,000) will be made on or about September 1, 2017.”

6. Agreement, Paragraph 13, CONFLICT OF TERMS, shall be deleted in its entirety and replaced as follows:

“13. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

A. Exhibits A, A-1, A-2, A-3, A-4, and A-5.

B. Exhibits B, B-1, B-2, B-3, B-4, B-5, B-6, B-7, C, C-1, D, E, F, and G.

C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, and XVII.”

7. Agreement is modified to add Exhibits A-5, B-6, B-7, Attachments XVI and XVII, attached hereto and incorporated here by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed on its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Mitchell H. Katz, M.D.
Director of Health Services

CONTRACTOR

By: _____
Signature

Printed Name

Title

APPROVED AS TO FORM:
MARY C. WICKHAM
County Counsel

By: _____
James Johnson
Deputy County Counsel

EXHIBIT A-5

LOS ANGELES HARBOR COLLEGE

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

STATEMENT OF WORK

FY 2016 - 2018

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services Tutoring/Mentoring program (hereafter "Program") is to provide Los Angeles Harbor College Associate Degree Nursing Program financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process and success. The Program's goal is to assist each student in the ADN program to seek employment in county health facilities thereafter.

The Program shall provide the following services: (1) Provide "Family Night" for incoming first semester and LVN to RN students and their families at the beginning of each semester to orient participants to the rigorous demands of the ADN program; (2) identification, referral, and tracking of students who fit within the criteria of the program as described in this Agreement, paragraph 3, Program Eligibility Requirements, through the "Early Alert" Program; (3) seminars or workshops (quarterly) on topics such as time management, anxiety/stress management, test taking, pharmacology, physical assessment, or other topics of interest; (4) intersession reviews on topics such as skills practice, anatomy and physiology review, math dosage calculations, and clinical practicums; (5) offerings aimed to increase the overall wellness of students which may include sessions on nutrition, exercise, and stress reduction; (6) student mentoring

program involving the pairing of a 4th semester nursing student with a 1st semester nursing student; (7) NCLEX-on site review course for 4th semester students at completion of semester; (8) distribute and post County of Los Angeles Department of Health Services employment and benefit information flyers to all DHS Tutoring/Mentoring program participants at the end of each semester and at winter and summer intersessions; (9) participate with county in the active recruitment of nursing students for permanent employment in the county health care system upon graduation and licensure as Registered Nurses; (10) provide the Office of Nursing Affairs (hereafter “ONA”), in writing, a listing of recruitment event activities in collaboration with ONA (e.g., graduation, pinning ceremonies, Family Night, and nursing job fairs); and (11) comply with the implementation, monitoring, and evaluation instruments provided in Attachment I-IV.

2. PROGRAM STATUS AND EXPENDITURE REPORTS:

Contractor agrees to provide quarterly program status reports and quarterly expenditure status reports to the ONA according to the following schedule:

REPORTING PERIOD	DUE DATE
Summer 2016 (July 1 2016 - August 31, 2016)	9/25/2016
Fall 2016 (September 1, 2016 - December 31, 2016)	1/25/2017
Winter Intersession 2017 (January 1, 2017 - February 28, 2017)	3/15/2017
Spring 2017 (March 1, 2017 - June 30, 2017)	07/15/2017
Summer 2017 (July 1, 2017 - August 31, 2017)	9/25/2017

Fall 2017 (September 1, 2017 - December 31, 2017)	1/25/2018
Winter Intercession 2018 (January 1, 2018 - February 28, 2018)	3/15/2018
Spring 2018 (March 1, 2018 - June 30, 2018)	7/15/2018
Summer 2018 (July 1, 2018 - August 31, 2018)	9/25/2018
Fall 2018 (September 1, 2018 - December 31, 2018)	1/25/2019

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program.
- The attrition rate for the student population in the nursing program.
- The number of tutoring sessions provided to include dates, names of the course, and the instructor's names.
- The number/percentage of nursing student graduates who pass the NCLEX RN exam the first time.
- The number/percentage of nursing students participating in the Program
- The types of services provided to the nursing students under the Program, which included: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing students graduates hired by DHS and other County Departments.
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

The ONA may request additional reporting information for inclusion in the above referenced quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

Quarterly expenditure reports shall be based upon quarterly financial reports generated internally by Contractor. The quarterly expenditure report shall include, but not be limited to, the expenditure categories identified in Exhibits B-5 and B-6 and is to include the name and position title of personnel, including new staff hired within the quarter.

3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to, those students registered in the nursing program who: 1) request academic assistance from the Contractor, 2) receive less than seventy-five (75) percent on any nursing course examination; 3) have an academic history of not completing or being out of compliance with the nursing curriculum standards in the nursing program; or 4) are otherwise identified or referred by the nursing program staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its Program a minimum of once per quarter using written evaluations from students for each program activity. Program activities scoring below average will be referred to the Nurse Advisor for assessment and program assistance. The goal is to have 90% of the total student evaluations indicate that the program activity was of benefit to them. The Nurse Advisor will assess, in writing, all program activities scoring below an average of 90%, and

prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 85% on the first try. The Nurse Advisor shall prepare a written assessment if less than 85% of the graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. **PERSONNEL:** For purposes of this Agreement, Program staff will perform the following duties:

- A. **PROGRAM COORDINATOR:**

- (1) Select and supervise Program faculty and student workers; (2) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including summer and winter sessions; (3) identify, refer, and track students who fit within the criteria of the Program; (4) identify and provide learning activities for the ongoing retention of students; (5) document all Program activities, including but not limited to, the program evaluations referenced in quarterly program reports and expenditure reports referenced in Agreement Attachment I-IV and the Exhibit A, paragraph 2; (6) function as liaison between Program and faculty; (7) identify and refer students in need of financial assistance; (8) recruit nursing students for employment upon students' graduation and licensure as Registered Nurses; and (9) document the number of nursing students accepting position within the DHS clinics and hospitals.

- B. **NURSING SUCCESS COUNSELOR:** Assess and plan remediation activities for students who are referred through "Early Alert" Program. Collaborates with Program Coordinator and suggests individual and group remediation activities

- C. **Faculty Instructors/Tutors:** Faculty Instructors/Tutors shall meet with

smaller subgroups of approximately 3 or more students per tutoring session.

The Faculty Instructor shall participate in the mini-lectures/seminars/workshops, and academic or clinical tutoring /mentoring as provided by this program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include instructor's name, participant names, date, length of session, and brief description of content. Copies of the sign-in sheets shall be retained by the Contractor and made available to the ONA upon request.

D. **Student Tutors:** Under the supervision of the program Coordinator and program staff, the Teaching Assistant/Student Tutor(s) herein defined as Student Tutors will: (1) assist students with the use of Nursing Laboratory/learning resources; (2) assist students on the computer; and (3) supervise students when practicing clinical skills; and (4) assist the program staff.

E. **Student Worker:** Works under supervision of Nursing Laboratory Assistant. Works during evening hours and during intersessions to provide resources and study location for students enrolled in the nursing program.

Exhibit B-6
Los Angeles Harbor College
Tutoring and Mentoring Program Budget
FY 2016 - 2017
(July 1, 2016 thru June 30, 2017)

Exhibit B-6
Los Angeles Harbor College
Tutoring and Mentoring Program Budget
FY 2016 - 2017
(July 1, 2016 thru June 30, 2017)

Description	Number of Hours	Hourly Rate	Cost with Benefits
Summer 2016			
Student Worker for Nursing Learning Library (24 hours/week X 8 weeks)	192	\$10	\$2,023
Program Coordinator (2 hours/week X 8 weeks)	16	\$60	\$1,056
Faculty Instructors for Intersession classes (see Class Schedule)	115	\$60	\$7,590
Total Summer 2016	323		\$10,669
Fall 2016			
Program Coordinator (1 hour/week X 16 weeks)	16	\$60	\$1,056
Faculty for Family Night (2 hours)	2	\$60	\$132
Faculty Instructor/Tutor (4 hours/day X 15 weeks)	60	\$60	\$3,960
Faculty for Clinical Teaching Assistant (4 hours/day X 13 days)	52	\$60	\$3,432
Student Learning Supplies			\$5,643
Total Fall 2016	130	\$240	\$14,223

Winter Intersession 2017			
NCLEX-RN Review for graduates of fall 2016 (38 students x \$350 each)	32	\$350	\$13,300
Student Worker for Nursing Learning Library (24 hours/week X 7 weeks)	168	\$10	\$1,771
Program Coordinator (2 hours/week X 7 weeks)	14	\$60	\$924
Faculty Instructors for Intersession classes (see Class Schedule)	115	\$60	\$7,590
Total Winter Intersession 2017	329	\$480	\$23,585
Spring 2017			
Program Coordinator (1 hour/week X 16 weeks)	16	\$60	\$1,056
Faculty for Family Night (2 hours)	2	\$60	\$132
Faculty Instructor/Tutor (4 hours/day X 15 weeks)	60	\$60	\$3,960
Faculty for Clinical Teaching Assistant (4 hours/day X 13 days)	52	\$60	\$3,432
NCLEX-RN Review for graduates of spring 2017 (38 students x \$350 each)	32	\$350	\$13,300
Student Learning Supplies			\$5,643
Total Spring 2017	162	\$590	\$27,523
Summary 2016 - 2017			
Program Coordinator			\$4,092
Faculty Instructor/Tutor			\$23,364
Faculty Clinical Teaching Assistant			\$6,864
Non-Personnel items (NCLEX-RN Review)			\$26,600
Student Learning Supplies			\$11,286
Student Worker for Nursing Learning Library			\$3,794
Grand Total	0	\$0	\$76,000

Exhibit B-7			
Los Angeles Harbor College			
Tutoring and Mentoring Program Budget			
FY 2017 - 2018			
(July 1, 2017 thru June 30, 2018)			
Description	Number of Hours	Hourly Rate	Cost with Benefits
Summer 2017			
Student Worker for Nursing Learning Library (24 hours/week X 8 weeks)	192	\$10	\$2,023
Program Coordinator (2 hours/week X 8 weeks)	16	\$60	\$1,056
Faculty Instructors for Intersession classes (see Class Schedule)	115	\$60	\$7,590
Total Summer 2017	323		\$10,669
Fall 2017			
Program Coordinator (1 hour/week X 16 weeks)	16	\$60	\$1,056
Faculty for Family Night (2 hours)	2	\$60	\$132
Faculty Instructor/Tutor (4 hours/day X 15 weeks)	60	\$60	\$3,960
Faculty for Clinical Teaching Assistant (4 hours/day X 13 days)	52	\$60	\$3,432
Student Learning Supplies			\$5,643
Total Fall 2017	130	\$240	\$14,223

Winter Intersession 2018			
NCLEX-RN Review for graduates of fall 2017 (38 students x \$350 each)	32	\$350	\$13,300
Student Worker for Nursing Learning Library (24 hours/week X 7 weeks)	168	\$10	\$1,771
Program Coordinator (2 hours/week X 7 weeks)	14	\$60	\$924
Faculty Instructors for Intersession classes (see Class Schedule)	115	\$60	\$7,590
Total Winter Intersession 2018	329	\$480	\$23,585
Spring 2018			
Program Coordinator (1 hour/week X 16 weeks)	16	\$60	\$1,056
Faculty for Family Night (2 hours)	2	\$60	\$132
Faculty Instructor/Tutor (4 hours/day X 15 weeks)	60	\$60	\$3,960
Faculty for Clinical Teaching Assistant (4 hours/day X 13 days)	52	\$60	\$3,432
NCLEX-RN Review for graduates of spring 2018 (38 students x \$350 each)	32	\$350	\$13,300
Student Learning Supplies			\$5,643
Total Spring 2018	162	\$590	\$27,523
Summary 2017-2018			
Program Coordinator			\$4,092
Faculty Instructor/Tutor			\$23,364
Faculty Clinical Teaching Assistant			\$6,864
Non-Personnel items (NCLEX-RN Review)			\$26,600
Student Learning Supplies			\$11,286
Student Worker for Nursing Learning Library			\$3,794
Grand Total	0	\$0	\$76,000

Attachment XVI
Los Angeles Harbor College
Associate Degree Nursing Program
Department of Health Services Tutoring and Mentoring Program
FY 2016 - 2018
(July 1, 2017 - June 30, 2018)

Summer Intersession 2017			
Course Name		Course Time	Course Description
July 10- August 24 (Monday- Thursday)	Nursing Learning Library open for all students	24 hr/week X 8 weeks= 192 hrs	The Nursing Learning Library will be open for students to check out and view resources including current textbooks, study guides, audio-visuals, and the like.
August TBA	Dosage Calculation Review	6 hours	This class is designed to assist nursing students to more easily and accurately perform dosage calculations in medication administration. Parenteral and oral medications will be included in the exercises. Starting with basic mathematics, the class will also present systems of measurement, dosage calculations for all common forms of drug preparations, as well as IV and specialized calculations. Part of class will be spent with individual calculation practice, corrections, answering questions.
August TBA	Code Blue and Rapid Response	8 hours (2 faculty)= 16 hrs	This class is designed for students at all levels to familiarize them with hospital based rapid responses and code blues. Practice with the crash cart will include handing "medications", preparing patient for intubation, becoming familiar with items on the crash cart, defibrillation practice, giving report to responders, role playing with SIM manikins.
August TBA	Psychiatric Nursing Introduction	4 hours	This class provides an introduction to the Psychiatric Nursing rotation for 4th semester ADN students. The instructor will review syllabus, expectations for clinic and didactic instruction, specific hospital psychiatric unit responsibilities and policies, as well as basics of therapeutic communication in a psychiatric hospital setting and in medical-surgical nursing.
August TBA	APA Format	4 hours	This class is designed to assist nursing students in writing, communicating in, and reading APA formatted medical and nursing research materials. APA style is a highly regimented format for academic documents such as journal articles and books. It is codified in the style guide of the American Psychological Association (APA). Nursing research journals require APA formatting for publication. Higher educational institutions require APA formatting for class assignments; ADN nurses seeking BSN and higher degrees must be familiar with APA style.
August TBA	Head to Toe Assessment	2 hours	This class provides a brief introductory overview to first semester students of physical assessment techniques in the adult patient.
August TBA	Nursing Care Plans- a Review	2 hours	This class is designed to assist nursing students to more easily and accurately create nursing care plans. Nursing Care plans are a set of actions the nurse implements to resolve/support nursing diagnoses identified by nursing assessment. The creation of the plan is an intermediate stage of the nursing process. It guides in the ongoing provision of nursing care and assists in the evaluation of that care.

Summer Intersession 2017			
Course Name		Course Time	Course Description
August TBA	Introduction to the Roy Adaptation Model	2 hours	This class provides an overview to incoming students of one of the three major concepts integrated into the conceptual framework of the LAHC ADN program. The Roy Model has been simplified for use in the LAHC ADN program but uses evidence based theory and information from the biological, behavioral and social sciences, and humanities. The Roy Adaptation model of nursing comprises the four domain concepts of person, health, environment, and nursing; it also involves a six-step nursing process.
August TBA	Test Taking Strategies- part I and II	2 hour sessions = 4 hours	This class is designed for students in all semesters to familiarize themselves with what is required for successful test taking at LAHC nursing program. Requirements for studying will be covered, what to read, reading "smart", focusing attention on important parts of the book, how to take successful notes that are helpful later, how to read with an eye to test questions. Instructor will discuss study groups, time management, and self-care tips to maximize studying smarter, not studying harder.
August TBA	Introduction to basic EKG	4 hours	Electrocardiograms (ECG or EKG) are used to determine electrical conductivity patterns in the heart, determine baseline, identify electrical problems, determine conductivity verses heart muscle responsiveness (other disease processes), monitor medication effectiveness. Analysis of EKG will determine nursing and medical interventions. This class is designed to give a brief overview of EKG analysis and multiple case studies illustrating EKG analysis and use in treating patients.
August TBA	Arterial Blood Gases- Review and Practice	2 hours	Arterial blood gases are lab tests used to determine acid-base balance and carbon dioxide levels in critically ill patients. Analysis of ABG results will determine nursing and medical interventions. This ninety minute class is designed to give a brief overview of ABG analysis and multiple case studies illustrating arterial blood gas analysis and use in treating respiratory failure patients.
August TBA	COPD- review	2 hours	This class is designed to give a brief overview of chronic obstructive pulmonary disease, the 4th leading cause of death in the world. COPD is listed by the Medicare Administration as a high readmit diagnosis; patients discharged from the hospital have a higher probability of readmission to the hospital within 30 days. COPD includes emphysema, chronic bronchitis and asthma diagnoses and although it is stabilizing in the United States, COPD is on the rise in Asian countries due to an increase in cigarette smoking.
August TBA	Pulmonary Medications and Nursing Implications	2 hours	This class is designed to give a brief overview of medications used to treat acute respiratory illness and chronic obstructive pulmonary disease, the 4th leading cause of death in the world. Oral, parenteral and inhaled medications will be discussed. COPD is listed by the Medicare Administration as a high readmit diagnosis; patients discharged from the hospital have a higher probability of readmission to the hospital within 30 days. COPD includes emphysema, chronic bronchitis and asthma diagnoses and although it is stabilizing in the United States, COPD is on the rise in Asian countries due to an increase in cigarette smoking.

Summer Intersession 2017			
Course Name		Course Time	Course Description
August TBA	Introduction to Pediatrics	6 hours	This class provides a brief introductory overview to third semester students of physical assessment techniques in the pediatric patient.
August TBA	End of Life Issues and Bioethics	2 hours	This class is designed to familiarize nursing students with end of life issues, hospice and palliative care, psychosocial issues, stressors affecting the patient, nurse and family.
August TBA	Open Skills Laboratory	6 hours/day X 3 days= 18 hrs	The skills laboratory is open with an instructor available so students could come practice any skills. Skills included (but were not limited to): IV piggybacks, nasogastric tubes, tracheal and tracheotomy suctioning, chest tubes, changing dressings, foley catheters (male and female), insertion of IV lines, gastrostomy feedings, pediatric/infant assessments, chest assessment.
August TBA	4 th Semester Practicum	6 hours (5 faculty)= 30 hrs	The 4 th semester practicum is collaborative effort of faculty to assess and evaluate the skills and competencies of incoming 4 th semester students. Possible skills to be tested on are listed under Open Skills Laboratory.
August TBA	Anxiety and Stress	2 hours	This class is designed to give a brief overview of anxiety, panic attacks and anxiety related psychiatric diagnoses; as well as addressing depression in an adult population. The class will address signs and symptoms of anxiety and depression, nursing implications for care of the anxious or depressed patient, common medications, and other psycho-social therapies including hospitalization and electroconvulsive therapy.
August TBA	Nutrition on the Run	1 hour	The good, bad and ugly side of how your food choices affect your metabolism, immune system, healthy and longevity; how certain goof groups are negatively impacting how you look, feel, and perform, even if you don't immediately notice their effects; how to avoid the top five "healthy eating" common errors – ways to get it wrong when you're doing everything right; and how to break unhealthy patterns, habits and cravings related to food.
August TBA	Introduction to First Semester	4 hours	This class is designed to introduce incoming LAHC nursing program students to basic nursing skills and the nursing theory behind them' and the principles of patient-centered care. Lecture and discussion will be combined with ample hand-on practice and SIM lab experience.
August TBA	Special Orientation for LVN to RN Students	2 hours	This class is specifically designed for LVN-to-RN students. This course reviews specific information for student coming in by this route to increase chances for success. LVNs are expected to come in with a basic level of nursing knowledge; explanations are given on what is expected in an RN curriculum, tips on being a successful student and opportunity to ask questions.

Fall 2017			
Course Name		Course Time	Course Description
August TBA	Family Night for Incoming Students & Families	2 hours	This event is for incoming first semester students and their families to introduce them to the program. The 4th semester class and faculty are on hand to welcome students. The students and families are given information and a tour; expectations and time management challenges are discussed, stressors and highlights of the program explained. Light refreshments are served.

Fall 2017			
Course Name		Course Time	Course Description
Weekly	Faculty Tutor for theory/skills lab	4 hours on Monday X 15 weeks= 60 hrs	A faculty tutor is made available for students in any semester to review topics in theory or skills.
Selected clinics	Faculty Clinical Teaching Assistant	4 hours/day X 13 days= 52 hrs	A Faculty Clinical Teaching Assistant is made available as a supplemental resource (in concert with clinical faculty) to students on clinical days.

Winter Intercession 2018			
Course Name		Course Time	Course Description
January TBA	Kaplan NCLEX-RN Review		This week-long intensive review course helps recent graduates prepare for licensure testing by reviewing various content areas, as well as provide helpful test-taking strategies.
January 8-February 1 (Monday-Thursday)	Nursing Library open for all students	24 hours/week X 7 weeks= 168 hrs	The Nursing Learning Library will be open for students to check out and view resources including current textbooks, study guides, audio-visuals, and the like.
February TBA	Dosage Calculation Review	6 hours	This class is designed to assist nursing students to more easily and accurately perform dosage calculations in medication administration. Parenteral and oral medications will be included in the exercises. Starting with basic mathematics, the class will also present systems of measurement, dosage calculations for all common forms of drug preparations, as well as IV and specialized calculations. Part of class will be spent with individual calculation practice, corrections, answering questions.
February TBA	Code Blue and Rapid Response	8 hours (2 faculty)= 16 hrs	This class is designed for students at all levels to familiarize them with hospital based rapid responses and code blues. Practice with the crash cart will include handling "medications", preparing patient for intubation, becoming familiar with items on the crash cart, defibrillation practice, giving report to responders, role playing with SIM manikins.
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February TBA	APA Format	4 hours	This class is designed to assist nursing students in writing, communicating in, and reading APA formatted medical and nursing research materials. APA style is a highly regimented format for academic documents such as journal articles and books. It is codified in the style guide of the American Psychological Association (APA). Nursing research journals require APA formatting for publication. Higher educational institutions require APA formatting for class assignments; ADN nurses seeking BSN and higher degrees must be familiar with APA style.
February TBA	Head to Toe Assessment	2 hours	This class provides a brief introductory overview to first semester students of physical assessment techniques in the adult patient.

Winter Intercession 2018			
Course Name		Course Time	Course Description
February TBA	Nursing Care Plans- a Review	2 hours	This class is designed to assist nursing students to more easily and accurately create nursing care plans. Nursing Care plans are a set of actions the nurse implements to resolve/support nursing diagnoses identified by nursing assessment. The creation of the plan is an intermediate stage of the nursing process. It guides in the ongoing provision of nursing care and assists in the evaluation of that care.
February TBA	Introduction to the Roy Adaptation Model	2 hours	This class provides an overview to incoming students of one of the three major concepts integrated into the conceptual framework of the LAHC ADN program. The Roy Model has been simplified for use in the LAHC ADN program but uses evidence based theory and information from the biological, behavioral and social sciences, and humanities. The Roy Adaptation model of nursing comprises the four domain concepts of person, health, environment, and nursing; it also involves a six-step nursing process.
February TBA	Test Taking Strategies- part I and II	2 hour sessions = 4 hours= 8hrs	This class is designed for students in all semesters to familiarize themselves with what is required for successful test taking at LAHC nursing program. Requirements for studying will be covered, what to read, reading "smart", focusing attention on important parts of the book, how to take successful notes that are helpful later, how to read with an eye to test questions. Instructor will discuss study groups, time management, and self-care tips to maximize studying smarter, not studying harder.
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February TBA	Open Skills Laboratory	6 hours/day X 3 days= 18 hrs	The skills laboratory is open with an instructor available so students could come practice any skills. Skills included (but were not limited to): IV piggybacks, nasogastric tubes, tracheal and tracheotomy suctioning, chest tubes, changing dressings, foley catheters (male and female), insertion of IV lines, gastrostomy feedings, pediatric/infant assessments, chest assessment.
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Spring 2018			
Course Name		Course Time	Course Description
February TBA	Family Night for Incoming Students & Families	2 hours	This event is for incoming first semester students and their families to introduce them to the program. The 4th semester class and faculty are on hand to welcome students. The students and families are given information and a tour; expectations and time management challenges are discussed, stressors and highlights of the program explained. Light refreshments are served.
Weekly	Faculty Tutor for theory/skills lab	4 hours on Monday X 15 weeks= 60hrs	A faculty tutor is made available for students in any semester to review topics in theory or skills.
Selected clinics	Faculty Clinical Teaching Assistant	4 hours/day X 13 days= 52 hrs	A Faculty Clinical Teaching Assistant is made available as a supplemental resource (in concert with clinical faculty) to students on clinical days.



**LOS ANGELES COUNTY DEPARTMENT
OF HEALTH SERVICES**



ATTACHMENT XVII

LOS ANGELES COUNTY EMPLOYMENT APPLICATION ARE AVAILABLE AT:

WEBSITE: <http://hr.lacounty.gov/wps/portal/dhr>

Office of Nursing Affairs: <http://hr.lacounty.gov/wps/portal/ona/>

OFFICE OF NURSING AFFAIRS - ADMINISTRATION

**Vivian Branchick, RN - Chief Nursing Officer/
Director of Nursing Affairs / vbranchick@dhs.lacounty.gov
Grace Ibanez, RN - Nursing Director / gibanez@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
Phone: (213) 240-7702 Fax: (213) 482-9421**

**Send Resume to K. Cho
Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Bldg. 503, Rm. 77
Downey, CA 90242
Phone: (562) 401-7753 Fax: (562) 401-6375**

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

**Richard Guitche, RN, MSN/ED - Nurse Recruiter / rguitche@dhs.lacounty.gov
Alan Noel, RN, BSN - Nurse Recruiter / alnoel@dhs.lacounty.gov
1000 West Carson Street, Bldg. N-25, Rm. W107
Torrance, CA 90509
Phone: (310) 222-2512 Fax: (310) 787-0065**

LAC+USC HEALTHCARE NETWORK

**Debi Farris, RN, BSN, CHCR - Nurse Recruiter / dpopkins@dhs.lacounty.gov
Laura Pineda, RN, BSN, MSN - Nurse Recruiter / lpineda@dhs.lacounty.gov
Ana Chavez, RN, BSN, MSN - Nurse Recruiter / anachavez@dhs.lacounty.gov
1200 N. State Street, Rm. C2C112 Inpatient Tower
Los Angeles, CA 90033
Phone: (323) 409-4664 Fax: (323) 441-8039**

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

**Sharon F. Arnwine RN, MS, CNO - Nurse Reccruiter / sarnwine@dhs.lacounty.gov
Joy Bostic, RN, MSN, MPH, FNP - Nurse Recruiter / jbostic@dhs.lacounty.gov
7601 E. imperial Highway, Bldg. 503, Rm. 77
Downey, CA 90242
Phone: (562) 401-7912 Fax: (562) 401-6375**

VALLEYCARE OLIVE VIEW-UCLA MEDICAL CENTER AND HEALTH CENTER

**Susanna Mortimer, RN, MSN - Nurse Recruiter / smortimer@dhs.lacounty.gov
14445 Olive View Drive, Rm. 2C206
Phone: (818) 364-3317 Fax: (818) 364-3362**

EXHIBIT V

Agreement No. H-300469

**DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM
LOS ANGELES VALLEY COLLEGE SCHOOL OF NURSING AGREEMENT**

Amendment No. 8

THIS AMENDMENT is made and entered into this _____ day of _____, 20____,

By and between

COUNTY OF LOS ANGELES
(hereafter "County"),

And

LOS ANGELES VALLEY
COLLEGE
(hereafter "Contractor")

Business Address:
5800 Fulton Avenue
Valley Glen, CA 90221

WHEREAS, reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM LOS ANGELES VALLEY COLLEGE SCHOOL OF NURSING AGREEMENT", dated July 29, 2003, and further identified as County Agreement No. H-300469, between the County and LOS ANGELES VALLEY COLLEGE, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend its term and increase the Agreement amount by \$180,000 not to exceed a total contract cost of \$1,379,889 and to provide for the other changes set forth herein; and

WHEREAS, said Agreement provides that changes may be made in accordance with Paragraph 11, ALTERATION OF TERMS, of Agreement, made in the form of a written amendment which is formally approved and executed by the parties.

WHEREAS, Contractor warrants that it possesses the competence, expertise and personnel necessary to provide services consistent with the requirements of this Agreement.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. This Amendment shall become effective upon Board approval on the date identified at the top of the first page.
2. Paragraph 1, TERM AND TERMINATION, Sub-paragraph A, shall be deleted in its entirety and replaced as follows:

“1. TERM AND TERMINATION:

A. The term of this Agreement shall commence effective July 29 2003 and shall continue in full force and effect to and including June 30, 2018, unless sooner canceled or terminated provided herein. The County shall have the sole option to extend this Agreement term for two additional years at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors subject to review and approval by County Counsel, and with notification to the Board and Chief Executive Office.”

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be deleted in its entirety and replaced as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring, mentoring, recruitment services describe in Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, A-7, and A-8 attached hereto and incorporated herein by reference.”

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be deleted in its entirety and replaced as follows:

“5. MAXIMUM OBLIGATION OF COUNTY: The County's maximum obligation for the entire term of this Agreement shall not exceed One Million, Three Hundred Seventy-Nine Thousand, Eight Hundred and Eighty Nine Dollars (\$1,379,889), as described below:

A. During the period July 29, 2003 through June 30, 2005 maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine Thousand Nine Hundred Sixty-Three Dollar (\$189,963) in accordance with Exhibits B-1 and B-2, attached hereto and incorporated herein by reference.

- B. During the period July 1, 2005 through June 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine Thousand Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibit B-3, B-4, and B-5, attached hereto and incorporated herein by reference.
- C. During the period July 1, 2007 through June 30, 2009 the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty- Nine Thousand Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibit B-5, B 6, and B-7, attached hereto and incorporated herein by reference.
- D. During the period July 1, 2009 through June 30, 2011 the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand (\$180,000) in accordance with Exhibit B-7, B-8 attached hereto and incorporated herein by reference.
- E. During the period July 1, 2011 through June 30, 2013 the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand (\$180,000) in accordance with Exhibit B-9, B-10 attached hereto and incorporated herein by reference.
- F. During the period July 1, 2013 through June 30, 2014 the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibits B-11 B-12 hereto and incorporated herein by reference.
- G. During the period July1, 2014 through June 30, 2015 the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-13, attached hereto and incorporated herein by reference.
- H. During the period July1, 2015 through June 30, 2016 the maximum obligation of County for all services

provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-13 attached hereto and incorporated herein by reference.

During the period July 1, 2016 through June 30, 2018 the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-14 and B-15 attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, and A-7 and A-8, the program costs described in Exhibits B, B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14 and B-15 attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B-14 and B-15 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

5. Paragraph 6, COMPENSATION, shall be deleted in its entirety and replaced as follows:

"6. COMPENSATION:

- A. During the period July 29, 2003 through June 30, 2005 County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety-Six Thousand One Hundred Thirty Dollars (\$96,130) will be made on or about September 1 2005. Second payment of Ninety Three Thousand Eight Hundred Thirty Three (\$93,833) will be made on or about September 1, 2004
- B. During the period July 1, 2005 through J2007, County agrees to compensate Contractor for performing services described in this Agreement in two payment. The first payment of Ninety-Six Thousand One Hundred thirty Dollars (\$96,130) will be made on or about September 1, 2005. The second payment of Ninety Three Thousand Eight Hundred Thirty Three Dollars (\$93,833) will be made on or about September 1, 2006.

- C. During the period July 1, 2007 through June 30, 2009 County agrees to compensate Contractor for performing Services described in this Agreement in two payments The first payment of Ninety-Six Thousand One Hundred Thirty Dollars (\$96,130) will be made on or about September 1, 2007. The second payment of Ninety -Three Thousand Eight Hundred Thirty Three Dollars (\$93,833) will be made on or about September 1, 2008.
- D. During the period July 1, 2009 through June 30, 2011 County agrees to compensate Contractor for performing services described in this Agreement in two payments The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2009. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2010.
- E. During the period July 1, 2011 through June 30, 2013 County agrees to compensate Contractor for performing services described in this Agreement in two payments The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2011. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2012.
- F. During the period July 1, 2013 through June 30, 2014 County agrees to compensate Contractor performing services described in this Agreement one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2013.
- G. During the period July 1, 2014 through June 30 2015 County agrees to compensate Contractor for performing services described in this Agreement one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2014
- H. During the period July 1, 2015 through June 30, 2016 County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2015.
- I. During the period July 1, 2016 through June 30, 2018 County agrees to compensate Contractor for performing

services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2016. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2017."

6. Paragraph 10, CONFLICT OF TERMS, shall be deleted in its entirety and replaced as follows:

"10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto the language in this Agreement shall govern and prevail and the remaining exhibit(s) and attachment(s) shall govern and prevail, and the remaining exhibit(s) and attachment (s) shall govern and prevail in the following order:

- A. Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, A-7 and A-8.
- B. Exhibits B, B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11 B-12, B-13, B-14, B-15. C, D, E, and F.
- C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, XVII, XVIII, and XIX."

7. Exhibit A-8, B-14, B-15 and Attachments XVIII and XIX shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be change in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed on its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Mitchell H. Katz, M.D.
Director of Health Services

CONTRACTOR

By: _____
Signature

Printed Name

Title

APPROVED AS TO FORM
MARY C. WICKHAM
COUNTY COUNSEL

By _____
James Johnson
Deputy County Counsel

EXHIBIT A-8
LOS ANGELES VALLEY COLLEGE
DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM
STATEMENT OF WORK
FY 2016 - 2018

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services Tutoring/Mentoring Program (hereafter “Program”) is to provide Los Angeles Valley College (hereafter “LAVC”) Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program’s goal is to assist each student from the LAVC’s Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services: (1) identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the LAVC School of Nursing Course Modules as well as preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter “NCLEX-RN”); (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County in the active recruitment of nursing students for permanent employment with County upon students’ graduation and licensure as registered nurses. (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment XIX incorporated herein, to all

DHS Program participants at the end of quarter and summer sessions; (6) provide the Office of Nursing Affairs (hereafter “ONA”) thirty days (30) in advance in writing of recruitment event activities in collaboration with ONA, (such as graduation, pinning ceremonies, semester “kick offs” and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III & IV.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly program reports and quarterly expenditure reports to ONA according to the following schedule:

REPORTING PERIOD for 2016	DUE DATE
Summer 2016 Intersession June 13, 2016 – July 15, 2016	8/15/2016
Fall 2016 Semester August 29, 2016 – December 19, 2016	1/23/2017
Winter 2017 Intersession January 9, 2017 – February 3, 2017	3/6/2017
Spring 2017 Semester February 6, 2017 – June 2, 2017	7/3/2017
Summer 2017 Intersession June 12, 2017 – July 21, 2017	8/21/2017
Fall 2017 Semester August 28, 2017 – December 15, 2017	1/15/2018
Winter 2018 Intersession January 8, 2018 – February 2, 2018	3/5/2018
Spring 2018 Semester February 5, 2018 – June 1, 2018	7/2/2018
Summer 2018 Intersession June 11, 2018 – July 20, 2018	8/20/2018
Fall 2018 Semester August 27, 2018 – December 14, 2018	1/14/2019

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program
- The attrition rate for the student population in the nursing program
- The number of tutoring sessions provided to include dates, names of the course, and the instructor's names
- The number/percentage of nursing student graduates who pass the NCLEX RN exam the first time
- The percentage of nursing students participating in the Program
- The types of services provided to the nursing students under the Program, which included: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing students graduates hired by DHS and other County Departments
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

ONA may request additional reporting information for inclusion in the above referenced quarterly reports and will give Contractor a minimum of ten (10) days advanced notification.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibits B-14 and B-15 and is to include the name and position title of personnel, including new staff hired within the quarter.

3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for the Program shall include, but is not limited to those students registered at LAVC who: (1) request academic assistance from the Contractor, (2) receive less than seventy-five (75) percent on any nursing course

examination at LAVC, (3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at LAVC, or (4) are otherwise identified or referred by LAVC school staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. **The Nurse Advisor:** The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachment III and IV, and the quarterly program reports and expenditure reports referenced in Exhibit A-8 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and

refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.

B. **Faculty Tutor(s)**: Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring/mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.

C. **Student Tutor(s)**: Under the supervision of the Program Coordinator, and Program staff, the student tutor(s) will: (1) assist students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when practicing clinical skills, and(4) assist the Program staff.

D. **Student Workers**: Under the supervision of the Nurse Advisor and Program staff, the student workers will:

(1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed.

Exhibit B-14			
Los Angeles Valley College			
Tutoring and Mentoring Program Budget			
FY 2016 - 2017			
Description	Number of Hours	Hourly Rate	Cost with Benefits
Summer 2016			
Nursing Advisor	96	\$71	\$7,464
10 hours			
NCLEX Prep Course	48	\$71	\$3,732
Supplemental Clinical	96	\$71	\$7,464
College Support Services	273	\$14	\$3,767
Student Worker 20 hours			
Learning Skills Workshop / Faculty Instructor	40	\$71	\$3,110
Individualized / Group Remediation			
Total Summer 2016	553	\$297	\$25,537
Fall 2016			
Nursing Advisor	128	\$71	\$9,952
8 hours			
Directed Study in Nursing	40	\$71	\$3,110
Skills Lab Seminars 8 hours			
College Support Services	320	\$14	\$4,416
Students Worker 20 hours			
Learning Skills Workshop / Faculty Instructor	40	\$71	\$3,110
Individualized / Group Remediation			
Total Fall 2016	528	\$226	\$20,588
Winter Intersession 2016			

Nursing Advisor	60	\$71	\$4,665
10 hours			
NCLEX Prep Course	48	\$71	\$3,732
Supplemental Clinical	96	\$71	\$7,464
College Support Services	120	\$14	\$1,656
Student Worker 20 hours			
Learning Skills Workshop / Faculty Instructor	50	\$71	\$3,887
Individualized / Group Remediation			
Total Winter Intersession 2016	374	\$297	\$21,404
Spring 2017			
Nursing Advisor	128	\$71	\$9,952
8 hours/week			
Learning Skills Workshop / Faculty Instructor	60	\$71	\$4,665
College Support Services	320	\$14	\$4,416
Students Worker 20 hours			
Learning Skills Workshop / Faculty Instructor	27	\$71	\$2,226
Individualized / Group Remediation			
Total Spring 2017	535	\$226	\$21,259
Summary 2016 - 2017			
Medical Supplies			\$1,212
Nursing Advisor			\$32,032
NCLEX Prep Course			\$7,464
Supplemental Clinical			\$14,928
College Support Services			\$14,255
Learning Skills Workshop / Faculty Instructor			\$16,999
Directed Study in Nursing			\$3,110
Total	0	\$0	\$90,000

Exhibit B-15			
Los Angeles Valley College			
Tutoring and Mentoring Program Budget			
FY 2017 - 2018			
Description	Number of Hours	Hourly Rate	Cost with Benefits
Summer 2017			
Nursing Advisor	96	\$71	\$7,464
10 hours			
NCLEX Prep Course	48	\$71	\$3,732
Supplemental Clinical	96	\$71	\$7,464
College Support Services	273	\$14	\$3,767
Student Worker 20 hours			
Learning Skills Workshop / Faculty Instructor	40	\$71	\$3,110
Individualized / Group Remediation			
Total Summer 2017	553	\$297	\$25,537
Fall 2017			
Nursing Advisor	128	\$71	\$9,952
8 hours			
Directed Study in Nursing	40	\$71	\$3,110
Skills Lab Seminars 8 hours			
College Support Services	320	\$14	\$4,416
Students Worker 20 hours			
Learning Skills Workshop / Faculty Instructor	40	\$71	\$3,110
Individualized / Group Remediation			
Total Fall 2017	528	\$226	\$20,588
Winter Intersession 2018			

Nursing Advisor	60	\$71	\$4,665
10 hours			
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Supplemental Clinical	96	\$71	\$7,464
College Support Services	120	\$14	\$1,656
Student Worker 20 hours			
Learning Skills Workshop / Faculty Instructor	50	\$71	\$3,887
Individualized / Group Remediation			
Total Winter Intersession 2018	374	\$297	\$21,404
Spring 2018			
Nursing Advisor	128	\$71	\$9,952
8 hours/week			
Learning Skills Workshop / Faculty Instructor	60	\$71	\$4,665
College Support Services	320	\$14	\$4,416
Students Worker 20 hours			
Learning Skills Workshop / Faculty Instructor	27	\$71	\$2,226
Individualized / Group Remediation			
Total Spring 2018	535	\$226	\$21,259
Summary 2017 - 2018			
Medical Supplies			\$1,212
Nursing Advisor			\$32,032
NCLEX Prep Course			\$7,464
Supplemental Clinical			\$14,928
College Support Services			\$14,255
Learning Skills Workshop / Faculty Instructor			\$16,999
Directed Study in Nursing			\$3,110
Total	0	\$0	\$90,000

Attachment XVIII

Los Angeles Valley College

Department of Health Services Tutoring and Mentoring Program

Course Curriculum

FY 2016 – 2018

Course #	Course Name	Course Description
NS 101	Introduction to Nursing	This course introduces the student to the Philosophy of Nursing, Nursing History, Professional Standards, Evidence-Based Practice, Legal and Ethical Issues in Nursing, Maslow's Hierarchy of Human Needs, and the Health Wellness continuum. Concurrent with the theory, the nursing student is introduced to patient-centered care with focus on spiritual-cultural diversity and basic skills in a simulation lab/hospital setting.
NS 102	Fundamentals of Nursing	This entry-level nursing course integrates the components of theory, clinical and simulation that focus on evidence-based, patient-centered basic nursing care of medical-surgical adult patient's in acute and long-term care settings. Emphasis will be placed on assessment of risk factors affecting patients' health and wellness. Students will begin to utilize the nursing process and begin to integrate Maslow's Hierarchy of Human Needs concepts to assess, analyze the needs of patients to formulate and organize a plan of care. Pharmacological principles specific to basic medical/surgical patients are discussed. The course builds upon concepts introduced in NS101 and NS103; Professional Standards, patient advocacy, spiritual-cultural diversity, legal/ethical issues, effective communication and collaboration with members of the healthcare team.
NS 103	Nursing Process	This course introduces the student to the components of the nursing process: assessment, nursing diagnosis, planning, implementation and evaluation. Course concepts include Maslow's Hierarchy of Human Needs and the utilization of critical thinking to enable the student to apply the nursing process to develop a plan of care.

NS 104	Nursing Communication	This course introduces the student to the elements of the communication process and how communication between the nurse, healthcare team and patient/family may be affected by spiritual/cultural, gender and developmental level. Content includes: therapeutic and non-therapeutic communication.
NS 105	Pharmacology	This course introduces the student to concepts related to pharmacological therapy and its effects on the human body. Pharmacological principles of drug therapy, nursing implications and guidelines for safe medication administration are emphasized. The nursing process and patient teaching principles of medication administration are discussed.
NS 106	Medical/Surgical Nursing 1	This beginning level medical/surgical nursing course integrates the components of theory, clinical and simulation that focus on evidence-based, patient-centered nursing care of medical-surgical adult patients with chronic illness and needs within acute care and community-based settings. Emphasis will be placed on assessment of risk factors affecting patients' health and wellness. Students will implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts assess, analyze and prioritize the needs to formulate, organize and implement a plan of nursing care. Pharmacological principles specific to chronically-ill patients are discussed. The course builds upon concepts introduced in NS101, NS102, NS103, NS104 and NS105; Professional Standards patient advocacy, spiritual- cultural diversity, legal/ethical issues, and effective communication and collaboration with members of the healthcare team.

NS 107	Medical/Surgical Nursing 2	This intermediate level medical/surgical-nursing course integrates the components of theory, clinical and simulation that focuses on evidence-based, patient-centered nursing care of multiple adult patients with acute illness and needs within a variety of health-care settings. Emphasis will be placed on assessment of risk factors affecting patient's health and wellness. Students will implement the Nursing Process and integrate Maslow's Hierarchy of Human Needs concepts to assess, analyze, prioritize, and plan the needs of the adult with acute illness to formulate, organize, implement and evaluate a plan of nursing care. Pharmacological principles specific to acutely-ill patients are discussed. This course builds upon concepts introduced in NS106, NS109 and NS110; Professional Standards patient advocacy, spiritual- cultural diversity, legal/ethical issues, and effective communication and collaboration with members of the healthcare team.
NS 108	Medical/Surgical Nursing 3	This advanced level medical/surgical-nursing course integrates the components of theory, clinical and simulation that focuses on evidence-based, patient-centered nursing care of adult patients with complex illness and needs within a variety of health-care settings. Emphasis will be placed on assessment of risk factors affecting patient's health and wellness. Students will implement the Nursing Process and integrate Maslow's Hierarchy of Human Needs concepts to assess analyze, prioritize, plan and evaluate needs of the adult patient with complex illness to formulate, organize, implement, evaluate and modify a plan of nursing care. Pharmacological principles specific to complex patients are discussed. The course builds upon concepts introduced in NS107 and NS111; Professional Standards patient advocacy, spiritual- cultural diversity, legal/ethical, and effective communication and collaboration with members of the healthcare team.
Course #	Course Name	Course Description

NS 109	Gerontology Nursing	This course integrates the components of theory, clinical and simulation that focus on evidence-based, patient-centered nursing care of the older adult patient needs within acute care and community-based settings. Emphasis will be placed on risk factors affecting older patient's health and wellness. Students will implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to assess, analyze and prioritize the needs of the older adult with normal age related changes and common age-related disorders to formulate, organize and implement a plan of nursing care. Pharmacological principles specific related to older adult patients are discussed. The course builds upon concepts introduced in NS101, NS102, NS103, NS104 and NS105; Professional Standards patient advocacy, spiritual- cultural diversity, legal/ethical issues, and effective communication and collaboration with members of the healthcare team.
NS 110	Psychiatric Mental Health Nursing	This course integrates the components of theory, clinical and simulation that focus on evidence-based, patient-centered nursing care of the patient with Mental Health needs and disorders within acute care and community based mental health settings. Emphasis will be placed on the assessment of risk factors affecting patients' health and wellness. Students will implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to assess, analyze and prioritize the needs of the psychiatric patient to formulate, organize and implement a plan of nursing care. Pharmacological principles specific to patients with mental health disorders are discussed. The course builds upon concepts introduced in NS101, NS102, NS103, NS104 and NS105; Professional Standards patient advocacy, spiritual- cultural diversity, legal/ethical issues, and effective communication and collaboration with members of the healthcare team.
NS 111	Reproductive in Women's Health Nursing	This course integrates the components of theory, clinical and simulation that focuses on evidence-based, patient-centered nursing care of patients in Reproductive Nursing and Women's Health illness in acute care and community-based settings. Emphasis will be placed on assessment of risk factors affecting patient/families health and wellness. Students will implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to assess, analyze, prioritize, and plan the needs of patients with reproductive and women's health

		<p>illness to formulate, organize and implement a plan of nursing care. Pharmacological principles specific to woman's health patient are discussed. This course builds upon concepts introduced in NS106, NS109 and NS110; Professional Standards patient advocacy, spiritual- cultural diversity, legal/ethical issues, and effective communication and collaboration with members of the healthcare team.</p>
NS 112	Care of Children and Family Nursing	<p>This course integrates the components of theory, clinical and simulation that focus on evidence-based, patient-centered nursing care of children and families in acute care and community based settings. Emphasis will be placed on assessment of risk factors affecting patient's health and wellness. Students will implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to assess, analyze, prioritize, plan and evaluate needs of the care of children and families to formulate, organize, implement, evaluate and modify a plan of nursing care. Pharmacological principles specific to pediatric patients are discussed. The course builds upon concepts introduced in NS107 and NS111; Professional Standards patient advocacy, spiritual- cultural diversity, legal/ethical, and effective communication and collaboration with members of the healthcare team</p>



**LOS ANGELES COUNTY DEPARTMENT
OF HEALTH SERVICES**



ATTACHMENT XIX

LOS ANGELES COUNTY EMPLOYMENT APPLICATION ARE AVAILABLE AT:

WEBSITE: <http://hr.lacounty.gov/wps/portal/dhr>

Office of Nursing Affairs: <http://hr.lacounty.gov/wps/portal/ona/>

OFFICE OF NURSING AFFAIRS - ADMINISTRATION

**Vivian Branchick, RN - Chief Nursing Officer/
Director of Nursing Affairs / vbranchick@dhs.lacounty.gov
Grace Ibanez, RN - Nursing Director / gibanez@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
Phone: (213) 240-7702 Fax: (213) 482-9421**

**Send Resume to K. Cho
Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Bldg. 503, Rm. 77
Downey, CA 90242
Phone: (562) 401-7753 Fax: (562) 401-6375**

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

**Richard Guitche, RN, MSN/ED - Nurse Recruiter / rguitche@dhs.lacounty.gov
Alan Noel, RN, BSN - Nurse Recruiter / alnoel@dhs.lacounty.gov
1000 West Carson Street, Bldg. N-25, Rm. W107
Torrance, CA 90509
Phone: (310) 222-2512 Fax: (310) 787-0065**

LAC+USC HEALTHCARE NETWORK

**Debi Farris, RN, BSN, CHCR - Nurse Recruiter / dpopkins@dhs.lacounty.gov
Laura Pineda, RN, BSN, MSN - Nurse Recruiter / lpineda@dhs.lacounty.gov
Ana Chavez, RN, BSN, MSN - Nurse Recruiter / anachavez@dhs.lacounty.gov
1200 N. State Street, Rm. C2C112 Inpatient Tower
Los Angeles, CA 90033
Phone: (323) 409-4664 Fax: (323) 441-8039**

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

**Sharon F. Arnwine RN, MS, CNO - Nurse Reccruiter / sarnwine@dhs.lacounty.gov
Joy Bostic, RN, MSN, MPH, FNP - Nurse Recruiter / jbostic@dhs.lacounty.gov
7601 E. imperial Highway, Bldg. 503, Rm. 77
Downey, CA 90242
Phone: (562) 401-7912 Fax: (562) 401-6375**

VALLEYCARE OLIVE VIEW-UCLA MEDICAL CENTER AND HEALTH CENTER

**Susanna Mortimer, RN, MSN - Nurse Recruiter / smortimer@dhs.lacounty.gov
14445 Olive View Drive, Rm. 2C206
Phone: (818) 364-3317 Fax: (818) 364-3362**